SOUTHERN CALIFORNIA EDISON®

Energy for What's Ahead®

CHARGE READY

Program Guidelines

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

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PROGRAM OVERVIEW

Introduction

The Charge Ready Program supports both California's greenhouse gas (GHG)-reduction goal and local air-quality requirements by providing financial assistance and subject matter expertise to help expand the charging infrastructure available for electric vehicles (EVs). The program assists customers by providing technical assistance and reducing costs for installation of the electric vehicle charging infrastructure and equipment.

Level of Funding and Program Duration

In July 2024, the CPUC approved the extension of the Charge Ready Make-Ready Infrastructure programs. Applications will be accepted until December 31, 2026, provided funding is available.

The California Public Utilities Commission (CPUC) issued a decision adopted on September 2, 2020 approving SCE's Charge Ready program. The decision approved the 4-year program and $436 million in funding, comprised of approximately $417.5 million for charging infrastructure, $14.5 million for marketing, education, and outreach, and $4.3 million for an evaluation of the Charge Ready infrastructure and market education programs.

Program Goals

The Charge Ready program provides another step toward meeting California's goal of attaining a 40 percent reduction of greenhouse gas emissions from 1990 levels by 2030 and an 80 percent reduction by 2050, by providing funding for the addition of up to over 30,000 EV charging ports in Southern California Edison Company's (SCE's) service territory.

Program Eligibility

To be eligible for participation in the Charge Ready Program, qualifying non-residential entities must own, lease, manage, or be the customer of record for the site where the EV charging equipment (also referred to as Electric Vehicle Supply Equipment, or EVSE) is to be installed. Applicants, if not the owner of the site, are required to obtain consent from the property owner to install the equipment and grant any required easements. All project sites must be located within SCE's service area.

To participate in the program, applicants are required to complete an online enrollment form. Applicants that have previously participated in another transportation electrification program offered by SCE are also eligible to participate in this program.

This program is comprised of several different infrastructure and rebate options intended to incentivize the installation of an expanded EV charging network to support the continued growth and further adoption of electric vehicles. The multifaceted program provides different levels of infrastructure support and rebates which are made available based on the select characteristics of a given project and/or a project's geographic location. This program guidelines will provide a high-level overview of all the rebate program options, and go into further detail on the process, eligibility, and requirements specific to the Charging Infrastructure and Rebate, Customer-Side Make-Ready Rebate, and Turn-Key Rebate programs.

SCE will review the applications received and determine participation eligibility based on several factors including but not limited to:

- The applicant's qualification for the program selected.

- The number of applications submitted by the same non-residential entity for multiple sites.
- The project site's geographic location and categorization (priority of site).
- The number of charging ports requested.
- The overall complexity and cost of the project.
- The level of remaining program funds.
- Alignment with certain goals established by the CPUC.

If the project is accepted for initial qualification, SCE will work with the applicant to ensure the remaining steps in the participation process are executed.

How the Program Works

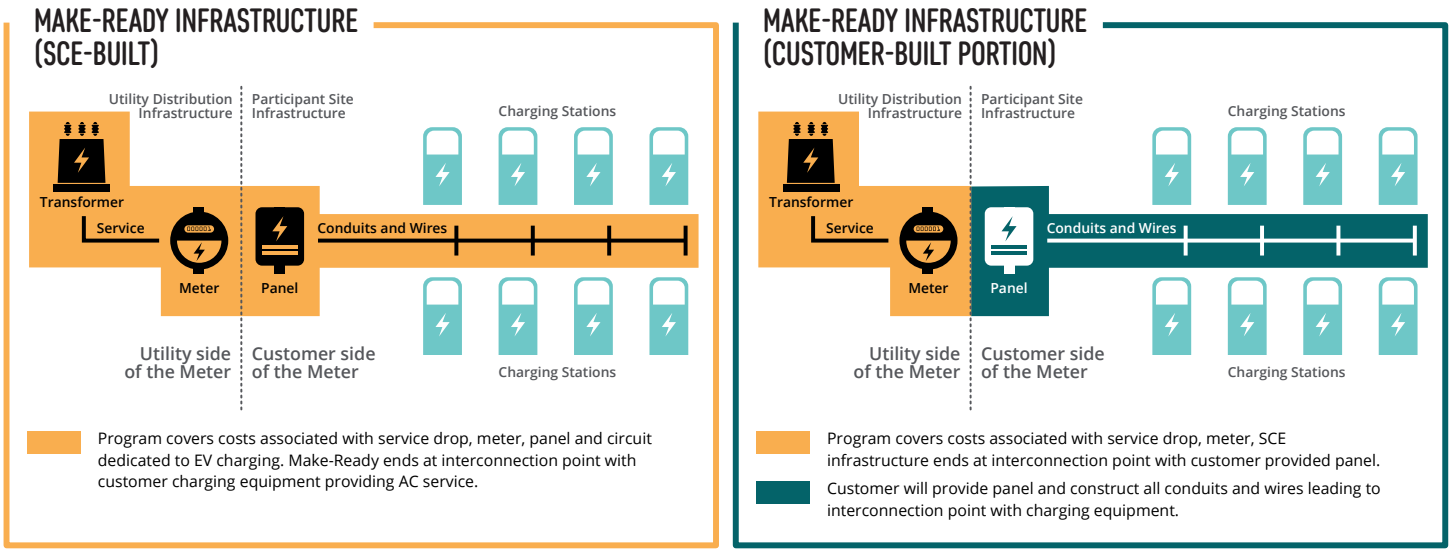
The Charge Ready Make-Ready program options provide the necessary infrastructure to support the installation of EV charging infrastructure at low- to no-cost to the program participant. This collective infrastructure work is referred to as the "make-ready"[1] portion. There are primarily two segments of work associated with make-ready. These include: 1) Utility-side of the meter infrastructure 2) Customer-side of the meter Infrastructure.

The program also provides rebates for the purchase and installation of the charging equipment, subject to availability.

SCE is generally responsible for designing and installing the supporting infrastructure, and participants are generally responsible for the selection, purchase, and installation of the charging equipment.

Figure 1 illustrates the two basic segments of infrastructure work. If the customer chooses to self-install the infrastructure on the customer-side of the meter (as shown in the graphic on the right in GREEN), they will then qualify to receive this rebate.

Figure 1 – Charge Ready Program Infrastructure Delineation



1 The make-ready infrastructure is illustrated in yellow on the left-hand side of Figure 1.

The Charge Ready Make-Ready program offers three different program options. These include:

1) **Charging Infrastructure and Rebate**. In addition to SCE providing the utility-side and customer-side of the meter supporting infrastructure (also referred to as make-ready), this program also offers eligible participants a rebate to offset the costs associated with the purchase and installation of SCE-approved charging equipment. The amount of the rebate will depend on the power level of the charging equipment selected, and the designation of the site where it will be installed. Participating sites located in a top quartile disadvantaged community (DAC) will qualify for the largest rebate, with lower rebates offered to non-DAC multi-family property sites and other non-residential entities.

   Within the Charging Infrastructure and Rebate program, two additional options are available to ONLY residential multi-family property sites located in designated top quartile DAC:

   - **Turn-key Installation**. Under this option, SCE will provide complete turn-key installation of the required supporting infrastructure, and install, operate and maintain the Level 2 charging equipment.[2]

     Through this program option, SCE will:

     - Design, install, operate, and maintain the make-ready (pole to connection point for charging equipment) infrastructure.
     - Select, purchase, and install the charging equipment.
     - Contract directly with a qualified and SCE approved network services provider to establish and maintain charging equipment enabled network communications.
     - Operate and maintain the charging equipment for a 10-year duration.
     - Collect any revenues and remit payments to the participant.

     Participants choosing this option will determine the pricing associated with the use of the charging equipment and will be responsible for the associated electricity charges.

     If a qualifying participant chooses to instead own and operate the charging equipment, they can enroll in the Charging Infrastructure and Rebate program, purchase and install the equipment and qualify to receive an additional rebate (the Maintenance and Networking Rebate option described below) which is intended to offset the maintenance and networking fees associated with operating the charging equipment.

   - **The Maintenance and Networking Rebate Option**. This rebate option is available to those that choose not to participate in the Turn-key Installation option, and instead would prefer to own and operate the charging equipment. By doing so, these participants would enroll in the Charging Infrastructure and Rebate program (program option 1) and receive this one-time rebate intended to offset the maintenance, networking and warranty costs associated with owning and operating L2 charging equipment.

2) **The Customer-Side Make-Ready Rebate Option**. This rebate option is available to **ANY** participant who chooses to design, purchase, and install the customer-side of the meter infrastructure work. The Customer-Side Make-Ready Rebate is intended to offset up to 80 percent of the costs that SCE would otherwise incur for performing the work.[3] Every participant will have the choice to perform this work themselves and qualify to receive the rebate, or to have SCE perform the work at no additional cost to the participant. Figure 1 illustrates the two basic segments of infrastructure work. If the customer chooses to self-install the infrastructure on the customer-side of the meter (as shown in the graphic on the right in GREEN), they will then qualify to receive this rebate.

3) **Small Site Rebate.** This program is available for projects planning to install up to four EV charging ports. The Small Site Rebate program offers savings for multi-family and commercial properties. The program provides a rebate of up to $10,000 per port for qualified sites. SCE will perform all the necessary utility-side of the meter infrastructure work. The rebate is intended to help offset the costs associated with the design, procurement, installation, and maintenance of qualifying charging equipment. For additional information about the Small Site Rebate program, please visit **https://www.sce.com/evbusiness/chargeready/small-site-rebate**.

The Charge Ready Program offers a variety of additional rebate program options. Below is a brief description of these rebate programs. For more information and specific details on each program, please reference the corresponding program guidelines.

New Construction Rebate. The New Construction Rebate is **ONLY available to multi-family developments**. This program provides rebates to qualifying participants, generally property owners or developers of new multi-family properties to encourage the installation of operational EV charging stations during construction. For additional information about the New Construction Rebate program, please visit **https://www.sce.com/evbusiness/chargeready/new-construction-rebate**.

Direct Current Fast Charging (DCFC) Rebate. The DCFC program is available to publicly accessible, short dwell time (less than 2 hours) properties who choose to purchase and install two or more DCFC charging stations. The program covers the utility-side infrastructure upgrades and offers a rebate to help offset a portion of your cost of the customer-side infrastructure upgrades. Charging equipment rebates are also available to offset the purchase and installation of qualifying charging equipment. For additional information about the DCFC Rebate program, please visit **https://www.sce.com/evbusiness/chargeready/DCFC.**

2 L1 and DCFC does not qualify for installation under this program option.

3 80 percent of the estimated average utility direct cost for installing the customer-side make-ready infrastructure.

Charge Ready Make-Ready Program Offerings Comparison

To meet our customers varying needs, we are pleased to make available four Charge Ready Program offers for business and multi-family properties. The table below describes and compares each unique program along with potential rebates and key requirements. For more information about our robust Charge Ready to help you become part of California's electric vehicle (EV) future, visit us at **sce.com/chargeready**.

		TURN-KEY INSTALLATION	SMALL SITE REBATE	CHARGING INFRASTRUCTURE AND REBATE	CUSTOMER-SIDE MAKE-READY REBATE
Offering Overview	Qualification	Only Multi-family Property Sites Located in a Designated DAC	Non-Residential & Multi-family Property Sites	Non-Residential and Multi-family Property Sites	Non-Residential & Multi-family Property Sites
	Min/Max Port Count	Minimum of 4 Ports (L2 Only)	Maximum of 4 ports (L2 Only)	Minimum of 4 Ports (L2 Only)	Minimum of 4 Ports (L2 Only)
	Utility-Side Infrastructure	SCE-built	SCE-built	SCE-built	SCE-built
	Customer-Side Infrastructure	SCE-built	Customer-built	SCE-built	Customer-built
Charging Equipment Owner Obligation	Charging Equipment Ownership, Maintenance & Operation	SCE	Customer	Customer	Customer
	Meter Customer of Record	Customer	Customer	Customer	Customer
	Set Charging Station Fees	Customer	Customer	Customer	Customer
Rebates*	Charging Equipment/Station Rebates	None	$10,000 Per Station Port. Costs not to exceed 100% of customer installed costs	See **Rebate Summary Table**	See **Rebate Summary Table**
	Infrastructure Rebate for Customer-Built Infrastructure	None		None	80% of SCE's Estimated Costs. Optional: Available to all participants choosing to self-build
	Maintenance & Networking Rebate – L2 Only	None	None	Only available to Multi-family in DAC; Up to $5,700 per Single-Port Station, up to $11,400 per Dual-Port Station**	None
Key Requirements	Charging Equipment Operational Duration	Minimum of 10 years	Minimum of 10 Years	Minimum of 10 years	Minimum of 10 years
	TOU Rate and Demand Response Program Enrollment	Required	Required	Required	Required
	Separate Metering	Required	Optional	Required	Required
	Charging Equipment Network Communications	Required	Required	Required	Required

*Rebate amounts are limited and dependent on remaining funding available in the program.

**Maintenance and Networking Rebate values are not guaranteed. Rebates are subject to change at any time based on funding availability.

Rebate Values

The rebates offered under the various program options described above are included in the **Rebate Summary Table**. All rebate values will be reviewed annually and may be modified during each program year. The rebate values in place at the time a customer submits their application will be solidified for the project site if the application is approved. As it relates to ALL rebates offered through the Charge Ready Program, incentives will not exceed 100% of applicant's costs.

Program Participation Requirements

The following outlines important program participation requirements (not applicable to the New Construction Rebate, which has its own set of program guidelines).

Participation requirements include:

- 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.
- Program participant must purchase, install, own, and operate the charging equipment.[4]
- A minimum installation of 4 ports of L2 charging equipment.
- A minimum of 2 ports applies to DCFC Installations.
  - DCFC Installation will require at least one CCS and one CHAdeMO or NACS connector to ensure accessibility and optimize usage.
  - DCFC charging equipment must be accessible to the general public.
  - DCFC make-ready infrastructure must be designed and constructed to support at least 150 kW equipment, regardless of any decision by the participant to install lower power DCFC units.
- Program participant is required to operate and maintain the charging equipment in good working order for a minimum of 10 years.[5]
- Program participant is required to contract with a qualified network services provider from SCE's Approved Network Provider's list to ensure devices have active network communications.[6]
- Program participant is required to make port level usage and other data available to SCE.
- Program participant is required to authorize SCE to share port level, charging episode, meter usage and other charging equipment related data to third parties (such as program evaluators and the CPUC).
- All charging equipment must be metered separately using an Edison SmartConnect® meter or other SCE approved meter dedicated to registering the usage to participate in this program.
- Program participant will be required to have the meter serving the charging equipment enroll on a Time-of-Use (TOU) rate plan.
- Program participant must enroll in at least one qualifying Demand Response (DR) program.
- Program participant is responsible for paying all electricity charges associated with the charging equipment.
- Program participant will set the pricing associated with driver's use of the charging equipment.

4 This requirement does not apply to those participants in the Turn-key Installation option.

5 This requirement does not apply to those participants in the Turn-key Installation option.

6 Qualified Network Service Providers are listed on SCE's APL. For those participating in the Turn-key Installation option, SCE will select and contract with the Network Service Provider.

- Program participant is responsible for any charging equipment and related installation costs exceeding available rebates.[7]
- Program participants are encouraged to maximize accessibility to the charging stations.
- Program participant is required to ensure compliance with all other program requirements.

Eligible Charging Equipment

Level 2 and DC Fast Charging (DCFC) equipment are eligible for installation under this Program. Level 2 (L2) typically at 208 volts, and DCFC typically at 480 volts. SCE will provide participants with assistance in evaluating their charging equipment needs and available options.

All charging equipment installed under this program must be listed on SCE's APL and capable of port-level networked common communication capabilities through Wi-Fi or cellular communications. Installed charging equipment must also be capable of responding to price signals and recording of interval usage energy consumption data. Participants are required to contract with a network services provider to establish and maintain network communications with each charging port. Participants are required to pay any related costs or fees resulting from such services, for the full duration the contracted services.[8]

Participants, or their network services provider, at the participants' direction, are also required to provide SCE with usage and other related data associated with the charging equipment and its use. The required information must be electronically transmitted to SCE monthly in the form and format prescribed by SCE. Aggregated data (not attributable to any specific participant's site) will be made publicly available as part of SCE's reporting to the CPUC and various industry stakeholders and may also be used to identify load management opportunities and enhance potential vehicle-to-grid integration opportunities for future utility initiatives.

Make-Ready Infrastructure and Charging Station Installation

As described above, the Charge Ready Charging Infrastructure and Rebate Program provides the necessary utility-side and customer-side infrastructure to support the installation of EV charging equipment. This collective infrastructure work is also referred to as the "make-ready".

There are primarily two segments of work associated with make-ready. These include:

1. Utility-side of the meter infrastructure
2. Customer-side of the meter Infrastructure

As illustrated in **Figure 1** above, 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. The meter will track usage in 15-minute increments and will also be used for recording charging equipment energy usage and billing purposes. **SCE will always be responsible** for designing, procuring, installing, and maintaining the necessary infrastructure located on the utility-side of the meter.

7 This requirement does not apply to those participants in the Turn-key Installation option.

8 This requirement does not apply to those participants in the Turn-key Installation option.

The next segment of work involves the infrastructure to be 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. **All participants will have the option** to have SCE perform the customer-side infrastructure work at no cost to the participant, or alternatively, may choose **to design, purchase, install and maintain the customer-side infrastructure work themselves**. If participants choose to perform this work, they will be eligible for the Customer-Side Make-Ready Rebate.

The last segment of work includes the actual installation of EV charging equipment. **Participants will always be responsible** for selecting, procuring, and installing the EV charging equipment, unless the customer is participating in the Turn-key Installation program. All charging equipment purchased for installation under this program must be listed on SCE's APL. When the participant installs APL listed equipment and meets other eligibility requirements, the participant will qualify to receive a rebate for the purchase and installation of the charging equipment.

SCE will work closely with participants to provide information that may help to inform their decision-making throughout the complex infrastructure selection and deployment process, while attempting to meet their operational needs and balancing any potential grid impacts.

Site Safety

Participation in the Charge Ready Light Duty (CRLD) Program requires that the project site be a safe and suitable location for the installation and operation of EV charging infrastructure. By participating in the program, the customer affirms that the site will be maintained, for the full required program term, in a condition that protects both utility side and customer side infrastructure.

While SCE is responsible for the design, installation, and maintenance of utility side infrastructure, program participants are responsible, at their own expense, for maintaining site conditions that protect SCE owned infrastructure and customer owned equipment, including breaker boxes, switchgear, meters, panels, conduits, and EV charging stations. This includes implementing commercially reasonable preventive safety measures to risks such as theft and vandalism to ensure installed infrastructure remains safe, accessible, and operational throughout the program term, to ensure installed infrastructure remains safe, accessible, and operational throughout the program term.

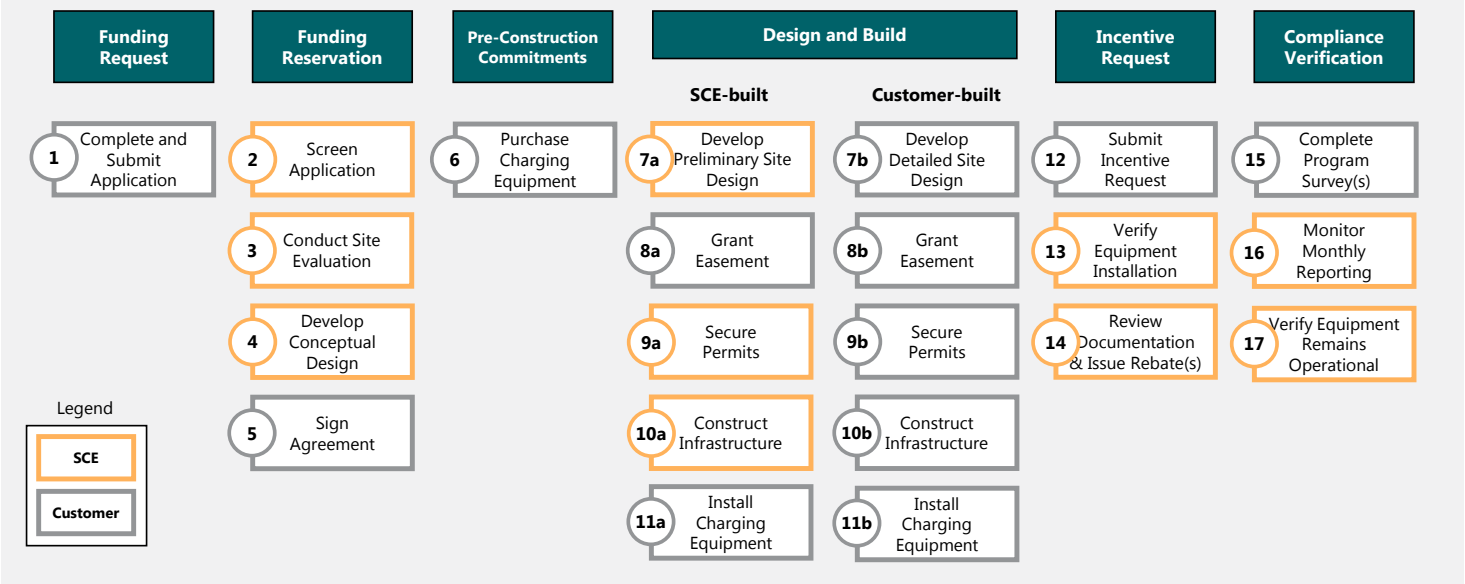
Rate Plan Options

As mentioned above, participants will be required to enroll on a Time-of-Use (TOU) rate plan associated with the meter serving the EV charging equipment. All EV charging is required to be served on a TOU rate plan for the full 10-year term of service. The TOU rate plans available vary, and appropriate selection will depend on several factors, all of which an SCE representative can help to evaluate.

DETAILED PROGRAM ACTIVITIES AND PROCESS FLOWS

Charging Infrastructure & Rebate and Customer-Side Make Ready Rebate Option

Process Diagram:



A Funding Request

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	• 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	• Site Plan in PDF file format through the program enrollment portal. • Product specifications sheet for the charging equipment (requested, but not required).
SCE Activities	• Review application for completeness. • Reach out to applicant to obtain any additional information that may be needed.

Program Enrollment Application - Site Plan Instructions

A site plan will need to be submitted with the applicant's completed application. 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. The site plan should reveal building footprints, roads, parking areas and other above ground structures notated. The plan may be an engineered drawing or may just be a satellite image with notes.

The site plan will need to be uploaded through the program enrollment portal during the completion of the online application.

Helpful tip: Ideal location for charging equipment:

- Select a location that is near the SCE distribution facilities currently serving the site (this can help to lower infrastructure installation costs).
- Be as close as possible to the existing transformer (if enough capacity) or to a new transformer (if needed to serve the EV charging load).
- Charging equipment should be grouped in a single location (e.g., the same floor of a parking structure).
- Allow adequate space for the installation and operation, in compliance with all applicable laws, rules, codes and regulations.
- Determine a convenient location for vehicle parking while they will be charging (for both short and long dwell times).
- Consider how vehicles move through the site, and how to prevent the charging location from impeding through-traffic.
- Consider locations where adequate parking exists to serve the number of vehicles that may be routinely charged.
- Consider vehicle charging needs beyond the initial deployment to take into account any future construction or expansion.
- Consider the configuration of charging stations themselves. Will they be overhead systems, conventional pedestal mounted; wall mounted; in-ground; etc.
- For DCFC installations,[9] consider proximity of charging ports to the Power Conversion Units (PCU).
- A site plan job aid can be found **here**.

If the applicant has already decided which charging equipment it plans to purchase, the applicant should upload a copy of the charging equipment product specification sheet(s).

Important note: Applicants must apply and receive project approval prior to purchasing any charging equipment or performing any construction at the site.

9 For more information and specifics on the DCFC Rebate program, please visit **https://www.sce.com/evbusiness/chargeready/DCFC**.

B Funding Reservation

2. SCE Screen Applications	
Description	SCE receives and screens applications.
Customer Activities	Respond to any application related inquiries received from SCE.
Documents Required	None.
SCE Activities	• Determine initial eligibility for program participation. • Initiate the Account Management Support process. • Determine if application moves to next step. • Notify applicant of SCE's determination (email communication).

SCE Screens Applications – More Information

SCE will evaluate each application received. Some of the criteria SCE will use to determine qualification for program participation include, but are not limited to:

- The applicant's qualification for the program selected.
- A site's geographic location and categorization (site type priority).
- The number of charging ports requested.
- The number of applications submitted by the same entity for multiple sites.
- Alignment with certain goals established by the CPUC.
- The level of remaining program funds.

If SCE determines the project can move forward to the next step in the evaluation process (based on the information provided in the application), SCE will schedule a physical site visit to further evaluate the existing and planned electrical infrastructure, discuss the project with the applicant and develop a conceptual infrastructure design (conceptual design).

3. Conduct Site Evaluation	
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 conceptual infrastructure design.
Customer Activities	• Applicant is requested to participate with 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	None.
SCE Activities	Perform site assessment and, collect necessary information to develop a conceptual infrastructure design.

SCE Conducts Site Evaluation – More Information

Applicants may be requested to participate in the site evaluation activity. SCE may request that someone familiar with the site and the proposed project, typically the site or facility manager, participate in the on-site job-walk to discuss the project and desired location for the charging equipment. If the applicant has already decided which charging equipment it plans to purchase, SCE recommends that the applicant's charging equipment supplier attend the site assessment if possible. The applicant is requested to coordinate directly with their charging equipment supplier.

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, an engineer from one of SCE's design firms that performs the customer-side of the meter infrastructure design work, and a SCE field inspector that is able to assess and evaluate the existing distribution facilities that are located at or near the site.

During the visit, the SCE team will lay the groundwork for developing a conceptual infrastructure design. SCE will visually lay out the footprint of the planned interconnection point, looking at and evaluating the area where the vehicles are going to charge, in order to develop a physical infrastructure layout. SCE will also evaluate the existing distribution infrastructure and the site's existing service connection. Regardless of whether SCE can use the existing service connection, or the site requires a new service connection, SCE will plan to install a separate meter for the new EV load at each participating site.

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 the designs provided by SCE.

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.

4. Develop Conceptual Design	
Description	If during the site assessment it is determined the proposed project meets program criteria, and if SCE determines the project may still qualify to move forward, SCE will draft a conceptual design.
Customer Activities	• SCE may discuss and provide a conceptual design for the project to the applicant for review and approval. If applicant is not the site owner, applicant to review with site owner to also review and approve. • If the applicant, or site owner does not approve the design, applicant must then work with SCE to reach agreement on alternate potential layout. • Review SCE's standard easement language, AND if not property owner, ensure property owner has also reviewed.
Documents Required	None. The conceptual design should be approved through the enrollment portal.
SCE Activities	• Confirm with the applicant any other site infrastructure projects that may be planned or underway. • Develop a conceptual infrastructure design for the site. • Determine if proposed project meets program criteria. • If the proposed project meets program criteria, cost thresholds, and other considerations, SCE will provide the conceptual design exhibit to the applicant for approval. • Receive applicant's approval of the conceptual infrastructure design. • Notify the applicant if the projects costs exceed established parameters.

SCE Completes the Conceptual Design – More Information

The conceptual design will be completed after SCE performs the initial site assessment and determines that the project may move forward for final consideration.

SCE will utilize the information collected during the site visit (photographs, sketches, measurements, notes, and any additional information that may have been provided by the applicant or its representative), combined with additional off-site due diligence activities (i.e., engaging the local Authority Having Jurisdiction (AHJ), City, County, Fire, Division of State Architect, etc.) regarding permitting requirements, ensuring there are no environmental issues associated with the construction area, etc.) in order to draft the initial design for the project.

SCE will determine if the proposed project meets program criteria. If the project does not meet those criteria, SCE will notify the applicant.

If the proposed project meets program criteria and cost thresholds, SCE will provide the design exhibit to the applicant for approval. The applicant will be requested to accept and approve the design within 10 calendar days of receipt, through the enrollment portal. If the applicant is not the site owner, applicant should share the design exhibit with the site owner to secure approval. If applicant or site owner does not approve the design, the applicant must work with SCE to reach agreement on alternate potential layout or withdraw its application.

At this stage, the applicant must affirmatively commit to and communicate the power level and port count associated with the charging equipment that will be purchased and installed. SCE will include the approved final port count for the agreed upon power level in the Program Participation Agreement (Participation Agreement or Agreement).

Applicants should also review the **Sample Grant Easement** document to better understand how the project easement document(s) will be structured. If the applicant is not the site owner, the applicant should share the sample Grant Easement with the owner.

5. Sign Agreement	
Description	Following the applicant's approval of SCE's conceptual design, SCE will create and present applicant with a Participation Agreement. Once the Agreement is executed, project funds will be reserved.
Customer Activities	Receive, review and sign (electronic signature) the Participation Agreement that will be made available through the enrollment portal. If applicant is not the site owner, applicant must also have owner approve and sign the agreement.
Documents Required	Signed Participation Agreement (via electronic signature).
SCE Activities	• Prepare and issue the Participation Agreement. • Upon receipt of signed agreement, execute and reserve project funds.

Applicant Signs Agreement – More Information:

Following the applicant's approval (and site owner if applicable) of the conceptual designs provided by SCE, and applicants confirmation of the port count and power level(s) associated with the charging equipment, and SCE's decision to approve the project, the applicant will be presented with a Participation Agreement. Customers have 30 days to review and sign the agreement.

The applicant may choose to withdraw its application or cancel any further participation in this program upon providing notice to SCE at any time prior to submission of a signed (electronically) agreement. Once the agreement is signed by the applicant, and executed by SCE, program funds will be reserved, and the program applicant's status moves to participant.

Within 45 calendar days of the date funds are reserved for the project, participants are required to provide proof of purchase for ALL vehicle charging equipment designated for the project. Participants may be granted an extension beyond the 45-day window at SCE's sole discretion.

Participants will be bound to the contractual obligations specified in the agreement once executed. Deviation from these obligations may lead to cancelation of participation and trigger activities leading up to, and including, SCE's pursuit of direct reimbursement of certain Program related expenditures. If the participant fails to comply with the terms and conditions set forth in the agreement, SCE may terminate participation in the program by sending the participant a notice of default. If the issues specified in the notice remain uncured for 5 business days from the participant's receipt (except for safety or security violations, in which case, SCE may terminate the agreement immediately and take all actions, including, but not limited to, disconnecting the vehicle charging equipment), SCE may terminate the agreement and participant's continued participation in the program. Such cancellation may result in the participant owing SCE reimbursement for program-related expenditures, as set forth in the agreement.

SCE may seek reimbursement of certain costs if the agreement terminates, due to participant's actions or inactions, prior to the end of the 10-year Term of Service. For example, participant is liable for SCE's costs if the participant, after executing the agreement (1) elects to terminate its participation in this program, or (2) SCE

terminates the agreement because of participant's noncompliance with the program requirements (as described above) or other material breach of the agreement. Under these conditions, the participant will be responsible for reimbursing costs incurred by SCE in connection with deploying the infrastructure 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.

C Pre-Construction

6. Purchase Charging Equipment	
Description	Within 45 days of the date funds are reserved for the project, participants must provide the proof-of-purchase for ALL vehicle charging equipment designated for the project.
Customer Activities	• Submit copy of the purchase order, paid invoice, or sales receipt for charging equipment (separately listed purchase price from any installation costs) within 45 days. • If needed, submit an extension request, through the enrollment portal. • Respond to any questions SCE may pose.
Documents Required	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.
SCE Activities	• Receive documents and review for completeness. • If not complete, follow-up with the participant as may be necessary.

Participant Purchases Charging Equipment – More Information:

Within 45 calendar days of the date funds are reserved for the project, participants will be required to provide proof-of-purchase 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.

Participant's required activities to complete this step include submission of all required documents scanned and uploaded through the enrollment portal. Required documentation includes:

1. Submission of a copy of the purchase order, paid invoice, or sales receipt for charging equipment (separately listed purchase price for the charging equipment from any installation costs). The receipt should include the purchase date, the make, model and serial #'s of the charging equipment, expected delivery date and individual unit pricing. EV charging equipment must be selected from **SCE's Approved Product List** (APL).
2. Any extension requests related to proof-of-purchase should be submitted through the program's enrollment portal.

D Design and Build – SCE Build

The design and build phase will commence following completion of the pre-construction commitments outlined above. For any infrastructure installed by SCE, the amount and extent of equipment to be installed for future EV charging expansion will depend on various factors including costs and the timeframe for expected growth.

Steps 7a-11a below outline the activities included **when SCE performs** the customer-side of the meter infrastructure work. Steps **7b-11b** outline the activities if, and when the **participant elects to perform** the customer-side of the meter infrastructure work.

7a. Develop Preliminary Site Design	
Description	Following the execution of an agreement, and upon receipt of the required pre-construction documentation, SCE will commence with drafting detailed design plans.
Customer Activities	• Work with SCE to schedule a second site visit required to collect information which will help with developing the detailed project design. • Complete review and approval of the detailed design (preliminary design) within 10 calendar days.
Documents Required	Customer to provide their approval of the site's preliminary design through the enrollment portal.
SCE Activities	• Schedule/coordinate the second site visit to start the detailed design work. • Develop preliminary design and present to the participant. • Receive preliminary design approval from participant through the enrollment portal.

SCE Perform Preliminary Site Design – More Information:

Following the execution of an agreement, and upon fulfillment of the pre-construction requirements, SCE will commence drafting detailed design plans.

To build on the recently developed conceptual design, SCE will send a survey crew to the project site to gather more detailed information needed to develop a technical site design (preliminary design). The survey crew will take more detailed measurements and perform activities, such as identifying any existing underground utilities or infrastructure that may impact the planned build location. The team will then create a base map that will include the specific location of the charging equipment infrastructure.

SCE team members will leverage site drawings, maps and files and incorporate any other required design elements such as Americans with Disabilities Act (ADA) requirements and potential guidelines set forth by the AHJ to create a digital civil plan map for the site.

These activities will result in the development of a preliminary design, which will typically match the conceptual design originally presented to the participant. In some cases, modifications to the design might be necessary. If, for example, during the site visit SCE's survey crew finds underground obstructions by using ground penetrating radar, relocation of some infrastructure indicated on the design would be required. Another example might include proposed changes that arise in discussions with reviewing the designs with the AHJ, which could lead to either small or significant changes from the original planned lay-out. Any of these types of changes will be reflected in

the revised designs. Any significant changes deviating from the conceptual design originally presented will be again shared with the participant.

The participant will complete their review and approval of the preliminary design no later than 10 calendar days following receipt. Approval can be provided during the meeting or through the program's enrollment portal. SCE cannot move forward with any further construction-related activities until the participant's approval is received.

After receiving approval of the preliminary design, SCE will finalize the plans and submit them to the AHJ for plan check and permitting. SCE may be required to make minor changes to the participant-approved preliminary designs based on any potential feedback and/or required changes received by the AHJ. If the changes required are significant, they will be discussed with and agreed to by the participant. If the changes are not significant, SCE will incorporate them into the drawings. Once changes to the design are finalized, it will become the final design. SCE will prepare the legal description for the easement based on the final design. Easement documents will then be provided to the participant and/or the property owner, if different, for execution.

8a. Grant Easement	
Description	The participant is required to execute and notarize the easement or facilitate its execution (for non-owned sites).
Customer Activities	Once SCE provides the final easement language for the make-ready infrastructure, the participant is required to grant, or facilitate the granting of new easements for the work. • Sign and notarize easement documents. Return the original signed and notarized easement to SCE within 30 calendar days from the date of receipt. • If participant is not the site owner, have the property owner sign and notarize easement documents.
Documents Required	• Return original signed and notarized easement to SCE following the mailing instructions that will be provided.
SCE Activities	• Prepares easement documents and provides to participant for execution. • Ensures notarized copy is received, follows up as may be necessary. • Once copy of final easement is obtained, initiate recording of the easement.

Participant Grants Easement – More Information:

The participant is required to execute and notarize the easement, or, if participant is not the property owner, ensure that the property owner executes and notarizes the easement. Participant shall return the original signed easement to SCE within 30 calendar days from the date of receipt.

Participants are required to return the original signed and notarized agreement to SCE following the directions provided. The original signed and notarized agreement is needed so that it may be recorded with the appropriate county. Counties will not record copies or PDF documents. The documents are typically returned to SCE via US Mail or courier (FedEx, UPS etc.) to SCE's Real Properties department or to its contract firm (i.e., Spectrum Land Services). Specific mailing instructions will be included with the easement documents when provided to the participant.

Once received, SCE will have the executed easement recorded and filed. SCE cannot move forward with any further construction-related activities until the necessary easements have been granted. Once final easements have been granted, SCE will initiate the plan check and permitting process.

9a. Secure Permits	
Description	SCE will submit its construction plans to the relevant AHJ to secure all necessary reviews, approvals and permits.
Customer Activities	• Sign permit application documents as may be requested by SCE. • Receive and record the information provided by SCE that will be needed to establish a new Service Account.
Documents Required	There may be documents required upon request from AHJ. SCE will communicate accordingly.
SCE Activities	• Submit designs to the AHJ for plan check and permitting. • Send participant any required documents requiring signature. • Communicate any additional documents requested or required by the AHJ. • Provide participant the necessary information to establish a new Service Account.

SCE Secures Permits – More Information:

SCE will submit its construction plans to the relevant AHJ to secure all necessary reviews, approvals and permits for the work it performs.

The participant may be requested to sign permit application documents as may be required by the AHJ. If signatures are required, SCE will work with the participant to obtain and submit.

SCE must obtain all necessary easements and permits before any construction work can commence. After permits are obtained, SCE will provide the participant with the information necessary to establish a new SCE Service Account. Participant should plan to discuss rate options with their SCE Account Manager.

10a. Construct Infrastructure	
Description	SCE will design and construct the necessary equipment on both the utility-side and customer-side of the meter up to the first point of interconnection with the planned location of the participant's charging equipment.
Customer Activities	• Within 15 days of the completed make-ready construction, participants are required to provide SCE with approval of the work performed. • Work with SCE Account Manager to select TOU rate plan and request service turn-on (performed before meter is set).
Documents Required	Participant accepts the Infrastructure work performed by SCE through the program's enrollment portal.
SCE Activities	• After securing permits, initiate construction phase. • Complete the construction phase. • Confirm receipt of infrastructure form.

SCE Constructs Infrastructure – Detailed Description:

SCE will design and construct the utility-side and customer-side infrastructure, which typically includes transformer upgrade (when necessary), service drop, meter panel/socket, circuit panel, conduit, and wires up to the point of first interconnection with participant-purchased charging equipment.

There are generally four phases of construction, which include:

- Phase 1: Construction of the infrastructure on the customer-side of the meter. This is the infrastructure from the new meter panel to the first point of interconnection with the participant's EV charging equipment.
- Phase 2: Construction on the utility-side of the meter, including underground ducts and structures.
- Phase 3: Energizing the site. This will not occur until all hard construction from Phase 1 and Phase 2 are complete. All circuits will be checked for proper voltage up to each make-ready stub.
- Phase 4: Charging equipment installation. Procuring, installing, and maintaining the vehicle charging equipment will always be the responsibility of the participant.

Once SCE completes the installation of infrastructure on the utility-side of the meter and, when applicable, the customer-side make-ready, the participant is required to provide approval of the work within 15 calendar days following receipt of notification.

11a. Install Charging Equipment	
Description	Participants are required to install the vehicle charging equipment following the completion of the utility-side and customer-side of the meter infrastructure work. Post charging equipment installation, submit required documentation to SCE.
Customer Activities	• Obtain EVSE installation permit from AHJ if required by AHJ. • Obtain final invoices for charging equipment installation. • Work with your C-10 licensed and insured contractor to secure permits for installation of the charging equipment. • Ensure installation of equipment within 20 calendar days from completion of the make-ready work. • Have any applicable final inspections performed. • Complete the Charging Equipment Registration Form. • Report any publicly accessible charging equipment to the U.S. Dept of Energy tracking databases.
Documents Required	All documents specified should be scanned for upload to the program's enrollment portal. • A copy of the installation permit and evidence of final inspection. • A copy of the completed Charging Equipment Registration form.
SCE Activities	• Follow up with customer as may be required to address any open questions or obtain any missing information.

Participant Installs Charging Equipment – More Information:

Participants will be required to install the vehicle charging equipment within 20 calendar days from the completion of the make-ready work.

After installation of the charging equipment, any applicable inspection process should take place.

Additionally, the participant is required to report any charging equipment that is publicly accessible to the US Department of Energy's EV Charging Station Locations mapping tool at: **https://www.afdc.energy.gov/fuels/electricity_locations.html#/find/nearest?fuel=ELEC** and registered with the US Department of Energy's Alternative Fuel Data Center at: **https://afdc.energy.gov/stations/#/analyze**. Only one set of information should be reported between the participant and the Charging Equipment Supplier. Participant is responsible for communicating with the charging equipment supplier to determine if they previously reported.

D Design and Build – Customer Builds

Although the Charge Ready program provides the utility-side and customer-side of the meter infrastructure work at low or no-cost to the participant, participants also have the option to design, purchase, build and maintain the customer-side infrastructure work themselves. Participants choosing this option will be responsible for managing and coordinating all related design and construction work. If participants select the self-install option, they will qualify to receive the Make-Ready Rebate which is intended to cover up to 80 percent of the average cost SCE would otherwise incur. The actual rebate amount will be determined by SCE and will not exceed the participant's actual costs. The below, steps 7b-11b outline the activities if, and when the participant elects to perform the customer-side of the meter infrastructure work.

If the participant chooses this option, SCE will still design and install the utility-side infrastructure (from the utility pole to the new meter panel). SCE will also work with the participant to coordinate the customer-side infrastructure work to complete the make-ready interconnection. All participant related construction activities must also comply with the CPUC's Transportation Electrification Safety Requirements Checklist.[10]

7b. Perform Preliminary Site Design Work	
Description	Participants choosing to perform their own customer-side make-ready infrastructure installation are responsible for its design, purchase, construction, and maintenance.
Customer Activities	• Complete the make-ready infrastructure design. • Create a base map and civil plan map, for location of the make-ready and charging equipment. A sample can be found in the Appendix. • Submit a copy of estimated construction costs to SCE. • Provide approval for SCE utility-side infrastructure design.
Documents Required	All documents required for this step should be uploaded to the program's enrollment portal within 90 calendar days of Proof of Procurement approval. • A copy of the base map detailing the make-ready Infrastructure design following the CAD File Requirements. • 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. • Accept the preliminary design provided by SCE for the utility-side infrastructure (approve through the enrollment portal).
SCE Activities	• After receiving participant's plans, review to ensure completeness. • Design utility-side infrastructure. • Provide participant with utility-side infrastructure design. • Confirm participant's approval was received.

10 The CPUC's Safety Requirements Checklist for CPUC-Approved Transportation Electrification Programs can be accessed at **https://www.sce.com/sites/default/files/evcharging/7-%20Safety%20Requirements%20Checklist.pdf**.

Participant Performs Preliminary Site Design Work – More Information:

Participants selecting to install the customer-side make-ready infrastructure will be required to design, purchase, construct and maintain the Infrastructure and are required to follow applicable ADA requirements and guidelines set forth by the AHJ.

Participants will need to create a base map and civil plan (map) following the CAD file requirements, for both the location of the customer-side make-ready and the location of the charging equipment. They should also provide a copy of the E-Sheet and load calculations and a copy of the estimated construction costs using the "Participant Installed Make-Ready Cost Breakdown Worksheet". All documents should be uploaded to the program's enrollment portal within 90 calendar days of Proof of Procurement approval.

SCE will then draft and share its preliminary utility-side infrastructure design with the participant. The participant will be required to submit approval within 10 calendar days before SCE can move forward with construction.

8b. Grant Easement	
Description	The SCE team will draft the legal description to be used for the utility-side infrastructure easement.
Customer Activities	• Receive, sign, and notarize easement documents. • Return the original signed and notarized easement to SCE within 30 calendar days from the date of receipt. • If participant is not the site owner, have the property owner sign and notarize easement documents and follow the steps above.
Documents Required	• Return original signed and notarized easement to SCE following the mailing instructions that will be provided.
SCE Activities	• 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.

Participant Grants Easement, or facilitates Granting of Easement – More Information:

The SCE team will leverage the participant's design work to draft the legal description to be used for the utility-side infrastructure easement. This easement is required for any utility-side infrastructure that occurs on private property.

The participant is required to execute and notarize the easement, or, if participant is not the property owner, ensure that the property owner executes and notarizes the easement. Participant shall return the original signed easement to SCE within 30 calendar days from the date of receipt.

Participants are required to return the originally signed and notarized agreement to SCE. The original signed and notarized agreement is needed so that it may be recorded with the appropriate county. 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 received, SCE will have the executed easement recorded and filed. SCE cannot move forward with any further construction-related activities until the necessary easements have been granted. Once final easements have been granted, SCE will initiate the plan check and permitting process for the utility-side infrastructure work.

9b. Secure Permits	
Description	Participant is required to submit their construction plans to the relevant AHJ to secure all reviews, approvals and permits.
Customer Activities	• Initiate permitting process. • Obtain necessary permits. • Receive and record the information received from SCE that will be needed to establish a new Service Account.
Documents Required	Any documents that may be required by the Authority Having Jurisdiction (AHJ).
SCE Activities	• Provide participant with support as may be necessary. • SCE will 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).

Participant Secures Permits – More Information

When the participant chooses to perform the customer-side of the meter infrastructure work, they will be 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. SCE will not be responsible for obtaining any permits for the customer-side infrastructure work.

SCE will however secure any permits necessary for the utility-side infrastructure work.

During this phase, SCE can also provide the participant with the information necessary to establish a new SCE Service Account.

10b. Construct Infrastructure	
Description	Participant will be responsible for managing and coordinating all customer-side infrastructure related installation work and complying with labor and safety requirements.
Customer Activities	• Schedule a pre-construction meeting with SCE and provide a detailed construction schedule. • 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. • Post-installation - ensure final inspection process is complete. • Post-installation - create a final "as-built" map. • Post-installation - complete the "Testament of Compliance with the Safety Requirements Checklist". Work with SCE Account Manager to select TOU rate plan and request service turn-on (new account activation).
Documents Required	Following construction, upload copies of the following documents through the program's enrollment portal: • Evidence of final inspection. • A copy of the final as-built map. • A signed copy of the Testament of Compliance with the Safety Requirements Checklist
SCE Activities	• Notify participant when utility-side infrastructure work is complete. • Attend the participant's scheduled pre-construction meeting. • Energize site once participant has completed construction and received all necessary AHJ approvals. • Activate new Service Account upon participant's request

Participant Constructs Infrastructure – More Information

Participants will be responsible for managing and coordinating all related customer-side make-ready infrastructure design and installation work. Once the construction plans have been finalized, participants are required to email a copy of the detailed construction schedule to SCE at **tepmchargeready@sce.com**.

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. Participants will be responsible to ensure compliance with these requirements.

The participant activities in this step of the process include:

- Scheduling a preconstruction meeting with SCE and providing a detailed construction schedule.
- Procuring equipment.
- Managing and coordinating all customer-side of the meter infrastructure work.
- Ensuring contractors compliance with electrician training (EVITP) certification.

- Ensuring compliance with the CPUC's Transportation Electrification Safety Requirements Checklist.
- Post installation, ensuring final inspection process is complete.
- Uploading required documents through the enrollment portal.
- Working with SCE Account Manager to select TOU rate plan and request a service turn-on (new service account activation).

If the AHJ does not provide a formal inspection process, the participant must hire a licensed third-party inspection firm to inspect and approve the installation. The third-party inspection must perform all inspections that would typically be handled by a building and safety inspector.

Following or concurrent with installation of the make-ready infrastructure, but no later than 20 days beyond the completion of the make-ready work, the participant is required to complete the installation of the charging equipment.

11b. Install Charging Equipment	
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.
Customer Activities	• Obtain final invoices for charging equipment installation. • Work with your contractor as may be necessary to secure permits for installation of the charging equipment. • Ensure installation of equipment within 20 calendar days from completion of the make-ready work. • Complete any applicable final inspections. • Complete the Charging Equipment Registration Form. • Report any publicly accessible charging equipment to the US Dept of Energy tracking databases.
Documents Required	The documents specified above will be updated to the enrollment portal during the incentive request process.
SCE Activities	• Follow up with customer as may be required to address any open questions or obtain any missing information.

Participant Installs the Charging Equipment – More Information

Participants will be required to install the vehicle charging equipment within 20 calendar days from the completion of the utility-side and customer-side of the meter infrastructure work.

Following the completed installation of the charging equipment, any applicable inspection process should take place.

Additionally, the participant is required to report any charging equipment that is publicly accessible to the U.S. Department of Energy's EV Charging Station Locations mapping tool at: **https://www.afdc.energy.gov/fuels/electricity_locations.html#/find/nearest?fuel=ELEC** and registered with the U.S. Department of Energy's Alternative Fuel Data Center at: **https://afdc.energy.gov/stations/#/analyze**. Only one set of information should be reported between the Participant and the charging equipment supplier. Participant is responsible for communicating with the charging equipment supplier to determine if they previously reported.

E Incentive Request

At this step in the process the participant will initiate the activities required for SCE to issue the applicable rebates.

Following the completed installation of the vehicle charging equipment and submission of the required documentation, SCE will verify and initiate the rebate payment process.

12. Submit Incentive Request	
Description	The incentive request is initiated by the participant following the completed installation of the charging equipment. Initiate the incentive request through the enrollment portal and upload the required documentation.
Customer Activities	• If participant is eligible for the Charging Equipment Rebate, the self-installed Customer-Side Make-Ready Rebate, or the Maintenance and Networking Rebate, following the installation of the charging equipment, initiate the incentive request through the enrollment portal. • Upload the required documents.
Documents Required	**For the Charging Equipment Rebate:** • 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 Third-Party Funding Attestation form. • A copy of the completed Charging Equipment Registration form. **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): • Submit a copy of the final infrastructure costs. • Submit evidence of permit sign-off/final inspection. • A copy of the completed Third-Party Funding Attestation form. **For the Maintenance and Networking Rebate Option** • Submit a copy of the invoice for the maintenance and networking costs/contracts and include the duration of coverage. • If the initial contract does not cover the full 10-year commitment period, submit copies of any subsequently paid invoices or sales receipts applicable during the commitment period, and each includes the duration of additional coverage periods.
SCE Activities	• Receive incentive request and review documentation for completeness. • If incomplete, follow-up with the participant as may be necessary.

Participant Submits the Incentive Request – More Information

At this stage, the participant submits their incentive request through the enrollment portal. The rebate payment will be processed by SCE after receiving any required documentation and verifying the operational status of the charging equipment. There are three different rebate options. These include:

1. **Charging Equipment Rebate**
   The only charging equipment eligible for rebate will be listed on SCE's **Approved Product List** (APL). The actual rebate amount paid to the rebate-eligible participant may be reduced to ensure that when combined with any other third-party rebates or incentives, the total rebate does not exceed the total equipment purchase costs. Costs not related to the EV charging station equipment or installation of said EV Charging equipment are not rebate eligible. These types of costs include, but are not limited to, taxes, shipping, networking, and maintenance costs. Specific costs are subject to SCE review.

   Following the completion of the charging equipment installation, participants are required to provide copies of the documents specified above.

2. **Customer-Side Make-Ready Rebate**
   Participants who chose to self-install the customer-side make-ready infrastructure will qualify to receive a rebate which will be the lesser of: (a) 80 percent of the participant's actual installation cost or (b) 80 percent of the estimated average utility direct cost for installing the customer-side make-ready infrastructure for the relevant sector.

   Participants are required to provide the final construction costs, using the Participant Installed Make-Ready Cost Breakdown Worksheet. This worksheet is intended to capture the final costs broken down by design & engineering, permitting and construction.

3. **The Maintenance and Networking Rebate**
   This rebate option is ONLY available to multi-family property sites located in a designated top quartile DAC and chose not to participate in the Turn-key Installation option (program option 3), and instead would prefer to own and operate the charging equipment. The rebate provides a one-time payment intended to offset the maintenance and networking fees associated with owning and operating L2 charging equipment. This one-time rebate is intended to cover most of the costs associated with 10 years of operation.

   Rebate Assignment: Participants are required to complete the rebate assignment section for the incentive request to designate who the incentives will be paid to.

   Participants will also be required to include information from their IRS form W9, and/or CA 590, as may be applicable. The rebate assignment section and tax related information collected are used by SCE to process and remit the rebate payments.

13. Verify Charging Equipment Installation	
Description	SCE verifies installation. After SCE is notified, the work is complete (triggered by the participant's submission of the incentive request), and the required documentation has been uploaded, SCE will verify the new service account was activated and will move forward with performing a final verification of the installation.
Customer Activities	• If requested, assist SCE with scheduling the requested date to conduct a physical site visit.
Documents Required	None.
SCE Activities	• After incentive request documentation received, work with participant as may be necessary to schedule and perform site installation verification. • Complete verification of equipment installation.

SCE Verifies Charging Equipment Installation – More Information

After the participant notifies SCE of the completed installation by completing the online incentive request and submitting the required documentation through the enrollment portal, SCE may perform a final site inspection.

SCE will perform site inspections for all sites where SCE performed the make-ready installation work. For those sites where the participant performed self-installation of the customer-side make-ready, site inspection is at the program team's discretion. 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 invoice, and that the units are energized.

If the participant had also chosen to install the customer-side make-ready infrastructure, SCE may also verify the information included in the as-built map prior to issuing the Customer-Side Make-Ready Rebate.

14. Review Documentation and Issue Rebates	
Description	Following the site visit (if applicable) and final review of **ALL** required documentation, SCE will initiate processing the rebate for remittance to the assigned designee.
Customer Activities	None.
Documents Required	None.
SCE Activities	• Complete final review of documentation to ensure completeness. • Issue rebate check.

SCE Reviews Documentation and Issues Rebate – More Information

The rebate payment will be processed by SCE after final review of the required documentation and verification of the operational status of the charging equipment.

Once rebates are processed, a single rebate check will be issued for the sum of all rebates the participant qualifies to receive, payable to the participant without the ability for the participant to designate an alternate recipient. If the participant is to only receive the Charging Equipment Rebate, the participant will have the option to assign an alternate (eligible) payee.

F Compliance Verification

Participants are required to adhere to all program requirements. SCE will verify three specific commitments in an on-going manner, to ensure compliance with these commitments. These include compliance with responding to SCE surveys (related to your participation in this program), compliance with commitment to provide SCE with port level data and other information, and compliance with the 10-year commitment to maintain and operate charging equipment.

15. Complete Program Survey(s)	
Description	Participants MAY be provided with program related information request(s) and/or surveys at various times throughout the duration of the program.
Customer Activities	Participate to any survey requests and respond in a timely manner.
Documents Required	Provides responses as requested. These may be received in electronic or paper format.
SCE Activities	Develop surveys, distribute, process responses and follow-up as may be necessary.

As a provision of participation in the Charge Ready Program, SCE requires that participants provide timely responses to surveys and other data requests which will assist with program evaluation and improvement initiatives.

16. Monitor Monthly Reporting	
Description	Participants must provide, or have their network services provider provide, charging equipment usage and other related data to SCE.
Customer Activities	The customer, or their network services provider, must provide SCE with port level usage and other related data in the form, format and frequency specified by SCE.
Documents Required	Must provide, or direct network service provider to provide usage and other data conforming to SCE's requirements.
SCE Activities	• Provide ongoing monitoring for each site. • Follow up with participant as may be necessary.

All participants must contract with a third party that provides EV charging network services to provide network communications and data management services. Participants will be responsible for any costs associated with such services.

Participants and/or their network services provider must provide SCE with usage and other port level data as specified by SCE. The documents outlining these data requirements include:

- Charging Equipment Usage Data Monthly Report Instructions
- Data Portal Interval Template
- Data Portal Session Data Template

Participants or their network services providers must electronically transmit the required information monthly to SCE for charging equipment deployed under this program. Aggregated data (not attributable to any specific participant's site) will be made publicly available as part of SCE's reporting to the CPUC and various industry stakeholders and will be used to identify load management opportunities and enhance vehicle-grid integration for future utility initiatives.

17. Verify Charging Equipment Remains Operational	
Description	The participant is required, at its own expense, to operate and maintain the equipment in good working order at the originally installed location for 10 years.
Customer Activities	• Maintain the charging equipment in good working order for a minimum of 10 years. • Repair or replace malfunctioning charging equipment as may be necessary.
Documents Required	None.
SCE Activities	• Ongoing monitoring of each site. • Follow up with participant as may be necessary.

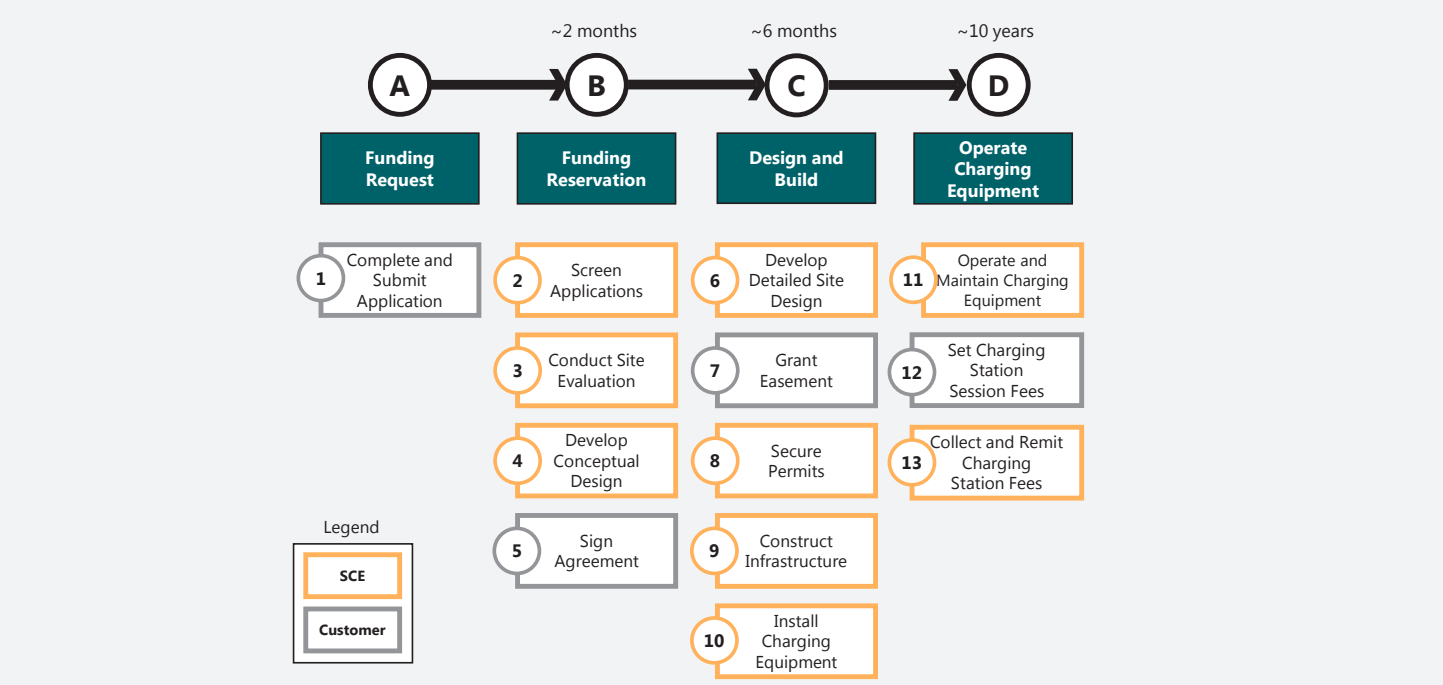
The participant is required, at its own expense, to operate and maintain charging equipment in good working order at the originally installed location for at least 10 years. Within this timeframe, participants may upgrade or

replace their equipment at any time with a qualified replacement provided that the participant is responsible for all associated costs, and the new equipment is operated and maintained for the remainder of the commitment period.

End of Detailed Program Activities for the Charging Infrastructure and Rebate Program

Turn-Key Installation Option –
ONLY AVAILABLE TO Multi-Family Housing Sites Located in a Designated Disadvantaged Community

Process Diagram: Turn-Key Installation Option



The Turn-key Installation option is **ONLY available to residential multi-family property sites** located in a designated top quartile **DAC**. This program option is limited to a total of 2,500 ports.[11]

SCE will:

- Design, install, operate, and maintain the make-ready (pole to charging equipment) infrastructure.
- Select, purchase, and install L2 charging equipment.
- Contract directly with services providers to establish and maintain network communications.
- Operate and maintain the charging equipment for a 10-year duration.
- Collect any revenues from charging station users and remit payments to the participant.

Qualifying participants choosing this option will determine the pricing associated with the use of the charging equipment and will be responsible for the associated electricity charges.

Please note: The Turn-Key Installation Program is now fully subscribed. Multi-family housing properties located in a designated qualifying disadvantaged communities can apply for the Charging Infrastructure and Rebate Program and will be eligible for an additional Maintenance & Networking Rebate to help cover the cost of purchasing and managing the EV charging equipment.

11 The 2,500-port cap is determined based on the combined number of ports installed under the Turn-key installation option and those ports qualifying to receive the maintenance and networking rebate.

A Funding Request

1. Complete and Submit Program Enrollment 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	• 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.
Documents Required	Upload a copy of the site plan in PDF file format through the program enrollment portal.
SCE Activities	None

Program Enrollment Application - Site Plan Instructions

A site plan will need to be submitted with the applicants completed application. 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. The site plan should reveal building footprints, roads, parking areas and other above ground structures notated. The plan may be an engineered drawing or may just be a satellite image with notes.

The site plan will need to be uploaded through the program enrollment portal during the completion of the online application.

Helpful Tip: Ideal location for charging equipment:

- Select a location that is near the electric facilities currently serving the site (this can help to lower infrastructure installation costs).
- Be as close as possible to the existing transformer (if enough capacity) or to a new transformer (if needed to serve the EV charging load).
- Charging equipment should be grouped in a single location (e.g., the same floor of a parking depot).
- Allow adequate space for the installation and operation, in compliance with all applicable laws, rules, and regulations.
- Determine a convenient location for vehicle parking while they will be charging (for both short and long dwell times).
- Consider how vehicles move through the site, and how to prevent the charging location from impeding through-traffic.
- Consider locations where adequate parking exists to serve the number of vehicles that may be routinely charged.
- Consider vehicle charging needs beyond the initial deployment to take into account any future construction or expansion.
- Consider the configuration of charging stations themselves. Will they be overhead systems, conventional pedestal mounted; wall mounted; in-ground; etc.
- A site plan job aid can be found **here**.

B Funding Reservation

2. SCE Screens Application	
Description	Several factors will help SCE to determine project eligibility. SCE will screen all incoming applications to determine eligibility.
Customer Activities	Respond to any application related inquiries received from SCE.
Documents Required	None.
SCE Activities	• Review application for completeness. • Review submission and reach out to applicant to obtain any additional information that may be needed. • Determine initial program eligibility. • Initiate the Account Management Support process. • Notify applicant of SCE's determination (email communication).

SCE will evaluate each application received. Some of the criteria SCE will use to determine qualification for program participation include, but are not limited to:

- The applicant's qualification for the program selected.
- A site's geographic location and categorization (site type priority).
- The number of charging ports requested.
- The number of applications submitted by the same entity for multiple sites.
- Alignment with certain goals established by the CPUC.
- The level of remaining program funds.

If SCE determines the project can move forward to the next step in the evaluation process (based on the information provided in the application), SCE will schedule a physical site visit to further evaluate the existing and planned electrical infrastructure, discuss the project with the applicant and develop a conceptual infrastructure design (conceptual design).

3. Conduct Site Evaluation	
Description	After reviewing and evaluating the application, SCE will continue through the evaluation process to schedule and perform a site assessment. This step is necessary for SCE to collect the information needed to develop a conceptual infrastructure design.
Customer Activities	• Participate with SCE in the site visit. • Ensure the appropriate individual(s) representing the applicant, typically someone familiar with the site and the planned installation of the charging equipment 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	None.
SCE Activities	Perform site assessment, collect necessary information to develop a conceptual infrastructure design.

Conduct Site Evaluation – Detailed Description

Applicants may be requested to participate in the site evaluation activity. SCE may request that someone familiar with the site and the proposed project, typically the site or property manager, participate in the on-site job-walk to discuss the project and desired location for the charging equipment.

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 a T&D infrastructure Project Manager, an engineer from one of SCE's design firms that performs the customer-side of the meter infrastructure design work, and a SCE field inspector that is able to assess and evaluate the existing distribution facilities that are at or near the site.

During the visit, the SCE team will lay the groundwork for developing a conceptual infrastructure design. This includes identifying where SCE will bring in power; where the charging equipment will be located; visually laying out the footprint of the planned location for the equipment; looking at and evaluating the area where the vehicles are going to charge; and developing a physical infrastructure layout. SCE will also evaluate the existing distribution infrastructure and the site's existing service connection.

Applicants are responsible for notifying SCE of any other infrastructure projects that are planned or underway at the site. Any infrastructure projects could potentially impact the designs provided by SCE. If the applicant is not the site owner, the applicant will need to communicate with the site owner to verify and share the information with SCE.

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.

4. Develop Conceptual Design	
Description	If during the site assessment the proposed project meets program criteria, and if SCE determines the project can still potentially move forward, SCE will draft a conceptual design.
Customer Activities	• Review and approve the conceptual design for the project if SCE provides one. • Reach agreement on an alternate potential layout if the applicant does not approve the design. • The applicant should". Change to "Review SCE's standard easement language, AND if not the property owner, ensure the property owner has also reviewed.
Documents Required	None. The conceptual design should be approved through the enrollment portal.
SCE Activities	• Confirm with the applicant any other site infrastructure projects that are planned or underway. • Develop a conceptual infrastructure design for the site. • Prepare high level costs estimates for the utility-side and customer-side infrastructure, and charging equipment purchase and installation. • If the proposed project meets program criteria, cost thresholds, and other considerations, SCE will provide the conceptual design exhibit to the applicant for approval. • Receive applicant's approval of the conceptual infrastructure design. • If the project costs exceed established parameters, notify the applicant.

SCE Completes the Conceptual Design – More Information

The conceptual design will be completed after SCE performs the initial site assessment and determines that the project may move forward for final consideration.

SCE will utilize the information collected during the site visit (photographs, sketches, measurements, notes, and any additional information that may have been provided by the applicant or its representative), combined with additional off-site due diligence activities (i.e., engaging the local AHJ, City, County, Fire, Division of State Architect, etc.) regarding permitting requirements, ensuring there are no environmental issues associated with the construction area, etc.) in order to draft the initial design for the project.

SCE will determine if the project meets program criteria. If it does not meet those criteria, SCE will notify the applicant.

If the proposed project meets program criteria SCE will provide the design exhibit to the applicant for approval. The applicant will be requested to accept and approve the design within 10 calendar days of receipt, through the enrollment portal. If the applicant does not approve the design, the applicant must work with SCE to reach agreement on alternate potential layout or withdraw its application.

Applicants should also review the **Sample Grant Easement** document to better understand how the project easement document(s) will be structured. If the applicant is not the site owner, the applicant should share the sample Grant Easement with the owner.

5. Sign Agreement	
Description	Following the customer's approval of SCE's conceptual design, and if SCE approves the project to move forward, the customer will be presented with a Program Participation Agreement. Once the agreement is executed, project funds will be reserved.
Customer Activities	Receive, review and sign (electronic signature) the Program Participation Agreement that will be available through the enrollment portal.
Documents Required	Signed Program Participation Agreement.
SCE Activities	• Prepare and issue the Program Participation Agreement. • Upon receipt of customer signature, execute the Agreement and reserve project funds.

Sign Agreement – Detailed Description

Following the applicant's approval of the conceptual designs provided by SCE, and SCE's decision to approve the project, the applicant will be presented with a Participation Agreement (agreement).

The applicant may choose to withdraw its application or cancel any further participation in this program upon providing notice to SCE at any time prior to submission of a signed agreement. Once an agreement is signed by the applicant, and executed by SCE, program funds will be reserved, and the program applicant's status moves to participant.

C Design and Build – SCE Builds Make-Ready Infrastructure and Installs the Charging Equipment

For all infrastructure installed by SCE, the amount and extent of equipment to be installed will also consider any future construction or expansion plans for the site.

6. Develop Detailed Site Design	
Description	Following the execution of an agreement, SCE will commence with drafting detailed preliminary design plans.
Customer Activities	• Work with SCE to schedule and participate in another site visit required to collect information which will help with developing the detailed design work. • Review and approve the detail design within 10 calendar days.
Documents Required	Customer to approve the preliminary design through the enrollment portal.
SCE Activities	• Schedule/coordinate the site visit to start the detailed preliminary design work. • Develop preliminary design and present to the participant. • Receive preliminary design approval from participant through the enrollment portal.

Develop Detailed Site Design – Detailed Description

To build on the recently developed conceptual design, SCE will send a survey crew to the project site to gather more detailed information needed to develop a technical site design (also referred to as the preliminary design). The survey crew will take more detailed measurements and perform activities, such as identifying any existing underground utilities or infrastructure that may impact the planned build location. The team will then create a base map that will include the specific location of the charging equipment infrastructure.

SCE team members will leverage site drawings, maps and files and incorporate any other required design elements such as ADA requirements and potential guidelines set forth by the AHJ to create a digital civil plan map for the site.

These activities will result in the development of a preliminary design, which will typically match the conceptual design originally presented to the participant. In some cases, modifications to the design might be necessary. If, for example, during the site visit SCE's survey crew finds underground obstructions by using ground penetrating radar, relocation of some infrastructure indicated on the design would be required. Another example might include proposed changes that arise in discussions with reviewing the designs with the AHJ, which could lead to either small or significant changes from the original planned lay-out. Any of these types of changes will be reflected in the revised designs. Any significant changes deviating from the design originally presented conceptual design will be discussed with the participant.

The participant will complete their review and approval of the preliminary design no later than 10 calendar days following receipt. Approval can be provided during the meeting or through the program's enrollment portal. SCE cannot move forward with any further construction-related activities until the participant's approval is received.

After receiving approval of the preliminary design, SCE will finalize the plans and submit them to the AHJ for plan check and permitting. SCE may be required to make minor changes to the participant-approved preliminary designs based on any potential feedback and/or required changes received by the AHJ. If the changes required are significant, they will be discussed with and agreed to by the participant. If the changes are not significant, SCE will incorporate them into the drawings. Once changes to the design are finalized, it will become the final design. SCE will prepare the legal description for the easement based on the final design. Easement documents will then be provided to the participant and/or the property owner, if different, for execution.

7. Grant Easement	
Description	The participant is required to execute and notarize the easement or facilitate its execution (for non-owned sites).
Customer Activities	• Sign and notarize easement documents. • Return the original signed and notarized easement to SCE within 30 calendar days from the date of receipt. • If participant is not the site owner, have the property owner sign and notarize easement documents.
Documents Required	Return original signed and notarized easement to SCE following the mailing instructions that will be provided.
SCE Activities	• Prepares easement documents and provides to participant for execution. • Ensure notarized copy is received. Follow-up as may be necessary • Once copy of final easement is obtained, initiate recording of easement.

Participant Grants Easement – Detailed Description

The participant is required to execute and notarize the easement, or, if participant is not the property owner, ensure that the property owner executes and notarizes the easement. Participant shall return the original signed easement to SCE within 30 calendar days from the date of receipt.

Participants are required to return the original signed and notarized agreement to SCE following the directions provided. The original signed and notarized agreement is needed so that it may be recorded with the appropriate county. Counties will not record copies or PDF documents. The documents are typically returned to SCE via US Mail or courier (FedEx, UPS etc.) to SCE's Real Properties department or to its contract firm (i.e., Spectrum Land Services). Specific mailing instructions will be included with the easement documents when provided to the participant.

Once received, SCE will have the executed easement recorded and filed. SCE cannot move forward with any further construction-related activities until the necessary easements have been granted. Once final easements have been granted, SCE will initiate the plan check and permitting process.

8. Secure Permits	
Description	SCE will submit its construction plans to the relevant AHJ to secure all necessary reviews, approvals and permits.
Customer Activities	Sign permit application documents as may be requested by SCE.
Documents Required	Any upon request from AHJ, as may be required.
SCE Activities	• Submit designs to the AHJ for plan check and permitting. • Send participant any documents requiring signature. • Provide participant the necessary information to establish a new Service Account.

SCE Secures Permits - Detailed Description

SCE will submit its construction plans to the relevant AHJ to secure all necessary reviews, approvals and permits for the work it performs.

The participant may be requested to sign permit application documents as may be required by the AHJ. If signatures are required, SCE will work with the participant to obtain and submit.

SCE must obtain all necessary easements and permits before any construction work can commence. After permits are obtained, SCE will provide the participant with the information necessary to establish a new SCE Service Account. Participant should plan to discuss rate options with their SCE account representative.

9. Construct Infrastructure	
Description	SCE will construct and install the make-ready infrastructure.
Customer Activities	Work with SCE Account Manager to select TOU rate plan and request service turn-on (performed before meter is set).
Documents Required	None.
SCE Activities	• After securing permits, initiate construction phase. • Complete the construction phase. • Activate new Service Account upon participant's request.

SCE Constructs Infrastructure – Detailed Description

SCE will construct all utility-side and customer-side infrastructure (also referred to as make-ready) from the pole to the connection point for the charging equipment. This typically includes transformer upgrade (when necessary), service drop, meter panel/socket, circuit panel, conduit, and wires.

10. Install Charging Equipment	
Description	SCE will install the vehicle charging equipment following the completion of the utility-side and customer-side infrastructure work.
Customer Activities	None.
Documents Required	None.
SCE Activities	• Coordinate final inspections. • Report and list charging equipment to the U.S. Department of Energy's EV Charging Station Locations mapping tool and register with the U.S. Department of Energy's Alternative Fuel Data Center.

D Operate Charging Equipment

A unique feature of the Turn-key Installation option includes SCE installing and maintaining the charging equipment for up to 10 years.

11. Operate and Maintain Charging Equipment	
Description	SCE will be responsible for the continued operation and maintenance of the installed infrastructure and charging equipment.
Customer Activities	None.
Documents Required	None.
SCE Activities	• Maintain equipment. • Establish and maintain network services. • Address any equipment malfunctions. • Repair or replace equipment as may be necessary. • Collect usage and other charging station data.

12. Determine Charging Station Session Fees	
Description	The participant will decide, with SCE assistance, the charging station fees charged to drivers.
Customer Activities	• Work with SCE to determine pricing. • Work with SCE on establishing approach for demand response participation.
Documents Required	None.
SCE Activities	• Work with customer to establish pricing. • Assist with establishing parameters for demand response participation.

13. Collect and Remit Charging Station Session Fees	
Description	SCE will facilitate the collection of fees from those using the charging equipment and the remittance of the collected fees to the site-host participant.
Customer Activities	• Work with SCE to determine remittance process. • Pay the electricity chargers associated with the EV charging equipment.
Documents Required	None.
SCE Activities	• Facilitate the collection of station fees. • Establish remittance process with participant. • Facilitate the remittance of fees to site participant.

Following the charging equipment's installation, and for the duration of the 10-year commitment period, participants MAY be presented with program-related surveys and other potential information request(s). SCE requests that participants provide timely responses to these surveys and other data requests which will assist with program evaluation and improvement initiatives.

At the end of the 10-year commitment period, SCE will work with the site host to determine if they may choose to take over ownership and operation of the equipment.

GLOSSARY OF TERMS

Account Manager: An SCE employee in the BCD organization serving as the SCE liaison for business customers. Each Account Manager is typically assigned as an account representative for a particular industry segment (i.e., government, hospitals, schools, etc.)

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.)

APL: see Approved Product List

Approved Product List: 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.

As-Built Map: Construction drawings created by the contractor and submitted by the Participant at the completion of construction detailing any field approved revisions to the self-installed customer-side make-ready infrastructure. The final as-built map (in PDF file format) is required for submission if the customer chooses to perform the customer side of the meter make-ready work.

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.

Charging Equipment Rebate: Financial reimbursement paid to eligible Participant, or its designee, intended to offset costs associated with the purchase and installation of SCE-approved Charging Equipment.

Charging Equipment Registration Form: A form the Charging Equipment Installer can provide showing the subject Charging equipment serial numbers and other pertinent station data.

Charging Station: See Charging Equipment

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**.

Conceptual 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 conceptual design is high level and will be completed prior to execution of the Agreement and will be further refined after funds are reserved.

CPUC (California Public Utilities Commission): The California state regulatory agency that is responsible for regulating privately owned electric, natural gas, telecommunications, water, railroad, rail transit, and passenger transportation companies.

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**.

CED (Customer Engagement Division): The Customer Engagement Division (CED) of Customer Service is the primary contact for SCE's business customers and serves as their Trusted Energy Advisor by meeting the energy-related needs of the various business, government and agricultural customers.

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.

DAC: See Disadvantaged Community.

DCFC (Direct Current Fast Charging): Charging equipment that provide a high-power DC current, and for this program at least 50 kW, to the electric vehicle's battery without passing through any onboard AC/DC converter, which means the current is connected directly to the battery.

Demand Response (DR): DR programs encourage a reduction of electricity use during certain time periods, typically during on-peak hours or when demand for electricity is high, and/or can provide incentives to use electricity during periods of excess generation or when demand for electricity is lower.

Disadvantaged Community - (DAC): Census tracts in SCE's service territory with a top quartile score according to California Environmental Protection Agency's California Communities Environmental Health Screening Tool. SCE will leverage the current applicable version of the CalEnviroScreen tool to verify site status. The CalEnviroScreen was released by the Office of Environmental Health Hazard Assessment (OEHHA), on behalf of the California Environmental Protection Agency (CalEPA). CalEnviroScreen identifies California communities by census tract that are disproportionately burdened by, and vulnerable to, multiple sources of pollution. These communities are also referred to as Disadvantaged. For more information, please visit **https://oehha.ca.gov/calenviroscreen/sb535**.

DR: See Demand Response.

Equipment Commissioning Test: SCE's Field testing of energized EV charging equipment at completion of installation.

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.

Final Invoice: Statement of the total amount paid by participant to charging equipment supplier(s) for the purchase of the charging equipment.

Fortune 1000 list: Fortune 1000 companies include companies listed on the Fortune 1000 list, subsidiaries of Fortune 1000 companies, corporate stores of Fortune 1000 companies, and international companies with annual revenue at or above the lowest cutoff point in the Fortune 1000.

IDR (interval data recording [meter]): SCE will install a new meter for all EV charging equipment installed under this program. Each meter will be capable of recording, storing and transmitting usage data. Usage data for non-residential customers is captured in 15-minute intervals.

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.

Level 1 (L1) Charging: Low power charging up to 1.9kW, typically at or below 120 volts. An EV with a 60 kWh battery pack will take approximately 20 hours to charge from empty to full.

Level 2 (L2) Charging: Medium power charging up to 7.2kW, typically delivered between 220 and 240 volts. An EV with a 60 kWh battery pack will take approximately 8 hours to charge from empty to full.

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.

Multi-Family Property: (also referred to as multi-unit dwelling, or MUD). The definition for enhance rebate qualifying sites include:

- **Residential properties** – Structures that are designed to accommodate two or more tenants with shared parking areas.
- **Apartment Buildings** – Structure(s) containing two or more dwelling units that may also include common areas and facilities, e.g., entrances, lobby, elevators or stairs, mechanical space, walks, grounds, recreational facilities, and parking both covered and open.

- **Retirement Communities, Townhomes, Condominiums** – Residential communities with shared parking areas managed by an HOA or an equivalent association.
- **Mobile Home Parks** – Residential mobile home communities with shared parking areas.
- **University & Military Housing** – Student or military housing units or apartments with individual cooking facilities (except conventional dormitories and barracks with cafeteria type kitchens).
- **Timeshares** – Vacation property communities with shared parking areas managed by an HOA or an equivalent association.
- **Public Parking With Dedicated Overnight Resident Passes** – Public parking lots designated for nearby multi-family residents for overnight parking. Stations can be open for public use during day-time hours.

Network Service Agreement: A contractual agreement between a network service provider and a participant for the purpose of providing networking services for the installed charging equipment.

Network Services Provider: The 3rd party entity that will provide network services for the EV charging equipment installed at the participant's site. The 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.

Preliminary Design – (Preliminary infrastructure design): Engineered infrastructure drawings at a minimum of 50% completion. Must include conduit and structure sizes and locations, load calculations and single line exhibit with switchgear specifications.

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".

Participation Agreement: An agreement between SCE and the participant that includes the terms and conditions for participating in the program and is provided to an applicant following SCE determination that a project has be approved for participation.

Rebate: Financial reimbursement paid to eligible participant, or its designated assignee, pursuant to this program.

Rebate Payment: The payment made by SCE to participant, or its designated assignee, for all applicable rebates, if any, pursuant to the program.

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**.

TEPFS (Transportation Electrification Project Feasibility Sheet): Field checklist prepared by a SCE Business Customer Division (BCD) representative. This checklist gathers high-level information such as the customer's electrification plans, site topography and existing utility equipment at the site.

TOU (Time-of-Use) Rate Plans: All TOU plans feature energy charges that vary based on the time of day, the day of the week, and the season. Some plans also include demand charges that are based on the maximum amount of electricity (kW) your business uses within any 15-minute period within your routine billing cycle. For more information about TOU rate plan options, please visit **https://www.sce.com/business/rates/time-of-use**, or **https://www.sce.com/business/rates/electric-car-business-rates** on TOU-EV rates.

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

- **Rebate Summary Table**
- **Site Plan Job Aid**
- **Charging Equipment Usage Data Monthly Report Instructions**
- **Data Portal Interval Template**
- **Data Portal Session Data Template**
- **Charging Equipment Registration instructions**
- **Charging Equipment Registration Form**
- **Third-Party Funding Attestation Form**
- **Infrastructure Approval and Acceptance Certificate**
- **Civil Plan Sample**
- **Participant Installed Make-Ready Cost Breakdown Worksheet**
- **CAD file Requirements**
- **Testament of Compliance with the CPUC's Safety Requirements Checklist for CPUC-Approved Transportation Electrification Programs**
- **Sample Grant Easement**
- **Customer Project Sheet** (for rule 15/16 project initiation)