

## EV CHARGE SF PROGRAM HANDBOOK

### ADDENDUM 3. EV CHARGE SF EXISTING BUILDINGS PILOT – PROGRAM ELIGIBILITY FOR EXISTING BUILDINGS – ESPECIALLY THOSE ENROLLED IN THE PG&E/ ECOLOGY ACTION MULTIFAMILY HOUSING AND SMALL BUSINESS EV CHARGER PROGRAM

#### **Purpose:**

The purpose of this Addendum is to provide, for an interim period, incentives for CleanPowerSF customers implementing EV charging projects in Existing Buildings. This addendum provides an opportunity for CleanPowerSF Multifamily, Not-for-Profit, and Small Business accounts that enroll in the PG&E/ Ecology Action “[Multifamily Housing and Small Business EV Charger Program](#)” (MSDI Program) to receive additional incentives from SFPUC’s [EV Charge SF Program](#). Additionally, CleanPowerSF Multifamily, Not-for-Profit, and Small Business EV charging projects in Existing Buildings not enrolled in the MSDI Program may also be eligible for incentives under this Addendum. The SFPUC may remove this Addendum from the Program Handbook and discontinue these rules at any time. The Addendum may subsequently be superseded by a new Program element for EV Charge SF that applies to broader categories of existing buildings.

Expanding EV Charge SF is intended to support EV adoption in San Francisco by increasing the number of parking spaces with EV charging. This undertaking is part of the City’s larger decarbonization effort for buildings and transportation.

#### **Purpose of this Addendum:**

- SFPUC intends to expand eligibility for EV Charge SF from new construction to previously

constructed buildings within the next twelve months.

- This future expanded EV Charge SF Program is expected to offer technical assistance along with incentives and customer education for all eligible enrollees. However, before this expanded Program is made available, SFPUC is providing this Addendum to help CleanPowerSF customers in Existing Buildings who may be seeking financial-only support for an EV charging project. Financial-only support may help improve projects’ financial feasibility for enrollees in the MSDI Program, while also helping customers that do not qualify for or enroll in that program.

#### **For EV charging projects in Existing Buildings, substitute the following for Sections of the [EV Charge SF Program Handbook](#).**

Note: For customers with EV charging projects in Existing Buildings, in the case of any inconsistency between this Addendum and the Program Handbook the provisions of this Addendum control.

#### **1.1. Introduction**

EV Charge SF (Program) is an electric vehicle (EV) infrastructure program designed and operated by the San Francisco Public Utilities Commission (SFPUC).<sup>1</sup>

Program eligibility is limited to CleanPowerSF customer accounts for: 1) Multifamily buildings, Not-

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<sup>1</sup> All capitalized terms are defined in Section 3, Definitions.

for-Profit organizations, or Small Businesses; and 2) are served under a [Qualifying Electric Rate](#). Newly Constructed Buildings with new construction permits after 2018 and subject to the San Francisco EV Readiness Code are not eligible to enroll under this Addendum; these buildings may enroll in the Program under New Construction and Newly Constructed Buildings Program rules.

Under this Addendum, the Program offers financial incentives to customers on a first come, first served basis.

No technical assistance or other services are offered for projects enrolled under this Addendum.

## 2.2. EV Charger Projects in Existing Buildings

Transportation is the [leading cause of greenhouse gas \(GHG\) emissions](#) in San Francisco. To help fight global warming, San Francisco is working to reduce reliance on cars and to electrify those that stay on the roads. Reducing transportation emissions requires the development of EV Infrastructure and EVSE (Electrical Vehicle Supply Equipment) that are readily available, particularly in large commercial, residential, and municipal buildings.

SFPUC's main EV Charge SF Program promotes installation of EV charging infrastructure in new construction projects to exceed San Francisco's EV Readiness Code. In the next twelve months, SFPUC intends to expand the program to include previously constructed buildings, and to offer both incentives and technical assistance - especially in low-income and disadvantaged communities. During this interim period before these expanded services are available, SFPUC encourages its customers in Existing Buildings to explore other EV charging incentive programs to support their proposed charging projects. One important EV charging incentive program for CleanPowerSF customers in existing buildings is PG&E/ Ecology Action's "direct install" MSDI Program.

In June 2023, PG&E, in partnership with Ecology Action, commenced the MSDI Program, which offers to install Level 1 and Level 2 EV chargers at Multifamily housing (MFH), Not-for-Profit

organizations, and Small Businesses. If located in a [priority community](#), these sites may qualify for a no cost installation of the EV charging equipment. For sites located outside of a priority community, the program offers reduced cost installation of the EV charging equipment. The program also includes an education campaign for site residents and employees. To be eligible for this program, the applicant must be a Multifamily, Not-for-Profit organization, or Small Business property within the PG&E service area, be a PG&E electric customer, have existing electrical capacity to support new EV charging ports, and must agree to the MSDI Program's terms and conditions.

SFPUC encourages CleanPowerSF customers who enroll in the MSDI Program to also enroll to receive the incentives from EV Charge SF under this Addendum to improve project feasibility. NOTE: To maintain eligibility for the MSDI Program, projects must meet a threshold for estimated project cost per EV charging port. CleanPowerSF customers who are also enrolled in EV Charge SF under this Addendum may apply SFPUC's incentives to reduce overall project costs, improving the project's ability to stay under the MSDI project cost per port threshold.

CleanPowerSF customers with EV charging projects in Existing Buildings that are Multifamily housing, Not-for-Profit organizations, and Small Businesses who are not enrolled in the MSDI Program may still enroll in the EV Charge SF Program under this Addendum to receive incentives for the EV charging project. For example, a site that does not have available electrical capacity or that needs extensive electrical upgrades, and thus may not qualify for the MSDI Program, would still be eligible to enroll in EV Charge SF under this Addendum.

## 2.3. Program Goal

The EV Charge SF Program's goal is to support early and strategic EV charging investments in new buildings by exceeding the minimum requirements of the San Francisco EV Readiness Code. The Program also seeks to support EV adoption in San Francisco by promoting EV charging investments in Existing Buildings, especially in low income and disadvantaged communities.

## 2.4. Program at a Glance

See Section 5, Program Structure.

## 2.5. Program Process for Existing Buildings

Customers enrolling under this Addendum are encouraged to contact a Program representative to learn more about the Program and to confirm that your account meets the Program's eligibility requirements.

Forms and instructions for the EV Charge SF Program are available on the SFPUC's website at [sfpuc.gov/evchargesf](http://sfpuc.gov/evchargesf) or by contacting an SFPUC Program representative at (415) 554-0773 or [PowerPrograms@sfgwater.org](mailto:PowerPrograms@sfgwater.org). For Existing Buildings applying under this Addendum, complete the EV Charge SF Existing Buildings Pilot application.

### Step 1: Enrollment Agreement

1. The CleanPowerSF customer submits a completed Enrollment Agreement Form, including the Existing Buildings Pilot Cover Sheet indicating interest in the Program.

### Step 2: Project Scoping

1. The customer provides EV Charge SF Program staff with a description of the EV charging project demonstrating that the project meets EV Charge SF Program rules and equipment requirements. See the Existing Buildings Pilot Cover Sheet for the required elements of this project scope document. For enrollees in the MSDI Program, the program issued MSDI Scope of Work may substitute for this requirement.

### Step 3: [EVSE] Owner's Application and Incentive Agreement

1. Each project will be required to complete an [EVSE] Owner's Application and Incentive Agreement to secure incentives from the Program. Note: Owner, under this Addendum, is the EVSE Owner; i.e., the customer of record for the EV charger.

### Step 4: Incentive Reservation

1. Upon SFPUC approval of the [EVSE] Owner's Application and Incentive Agreement, SFPUC will specify the Incentive Reservation Amount on an Incentive Reservation Notice provided to the customer/ Owner.
2. The Incentive Reservation Amount is valid for 24 months from the Incentive Reservation Notice date. Projects still under construction after 24 months can be extended two times for a maximum of twelve months each.

### Step 5: Project Completion and Incentive Payments

1. Within 90 days from completion of project construction, the customer must notify the Program that the EV charging improvements have been completed and submit the required project completion documentation.
2. An SFPUC representative will verify the installation of the project by review of project documentation and potentially an on-site verification. If the project is constructed as set forth in the Incentive Agreement, and the project otherwise meets all Program requirements, the EV Charge SF incentive will be issued. Payments are made by check mailed to the address indicated on submitted IRS W-9 forms.

SFPUC encourages projects installing EVSE to take advantage of EV charging electric rates to maximize the financial and environmental benefits of your site's Electric Vehicles. See the [SFPUC Rates Book](#) for more information.

## 3. Definitions

### Existing Buildings

For this Addendum, Existing Buildings are those that were permitted for construction before the effective date of the San Francisco EV Readiness Code, which was approximately 1/1/2018. Buildings permitted after that point and have completed construction are considered Newly Constructed Buildings, per the EV Charge SF Program Handbook.

### EVSE Owner

The billing customer of record for the energy charges of an EV charging project at an Existing Building.

**Level 1 Port Installed in Existing Building**

A fully wired dedicated 110-120V circuit, including a 20 amp circuit-breaker, terminating at a parking stall with an outlet or EV Charging Port, installed in an Existing Building.

**Level 2 EVSE Installed in Existing Building**

An EV charging station, including a fully wired dedicated 208-240V circuit with a minimum 40 amp circuit-breaker, terminating at a parking stall with an EV Charging Port, installed in an Existing Building. Note: A single Level 2 charging station served by two 40 amp circuits and with two EV charging connectors/ ports is considered to be two Level 2 EVSEs. A Level 2 charging station served by a single 40 amp circuit, and which has two (or three) EV charging connectors/ ports serving different parking stalls is considered to be one Level 2 EVSE and one (or two) Additional EV Charging Ports.

**Multifamily Housing and Small Business EV Charger Program (MSDI Program)**

The direct-install EV charging infrastructure program, as described in PG&E Advice Letter 6226-E with the 2021 LCFS Implementation Plan, and as administered by PG&E and implemented by the nonprofit, Ecology Action.

**MSDI Scope of Work**

For projects enrolled in the MSDI Program, the EV charging equipment and infrastructure described in the MSDI Project Description and Terms and Conditions document provided to the Site Host, or similar MSDI Program documents describing MSDI’s recommended EV charging equipment for the site.

**Multifamily (Existing Building)**

A residential apartment or condominium building with 5 or more units, or deed-restricted affordable housing (any size) or other multiunit residence enrolled in the MSDI Program.

**Not-for-Profit (Existing Building)**

A California registered Not-for-Profit organization that meets the CA Government Code Section 14837

(Small Business criteria). Not-for-Profit organizations may include:

- a. 501(c)(3): Charitable, Religious or Educational Organizations
- b. 501(c)(4): Community Social Welfare Organizations
- c. 501(c)(6): Business Leagues
- d. 501(c)(7), 501(c)(8), 501(c)(10): Lodges, Fraternities, Societies and Recreation Clubs
- e. 501(c)(19), 501(c)(23): Veterans Organizations
- f. 501(k): Publicly Available Child Care Organizations

**Small Business (Existing Building)**

A building or location owned or leased by an entity meeting the criteria of CA Government Code Sec. 14837 (d)(1)(A); i.e., “Small Business” means an independently owned and operated business that is not dominant in its field of operation, the principal office of which is located in California, the officers of which are domiciled in California, and which, together with affiliates, has 100 or fewer employees, and average annual gross receipts of sixteen million dollars (\$16,000,000) or less over the previous three years, or is a manufacturer, as defined in subdivision (c), with 100 or fewer employees. Evidence of this status includes registration with the [City of San Francisco 14B Local Business Enterprise Program](#), or the [California Small Business and Disabled Veteran Business Enterprise Certification Program](#), or being enrolled in the MSDI Program.

Note: If the eligible Small Business is held in a commercial lease, the property owner must be a signatory to the EV Charge SF Enrollment Form. The EV charging equipment installed must remain with the property should the Small Business owner vacate the property.

**Site Host**

The owner or lessee of the Existing Building or their agent with the authority to authorize the EV charging project at that location.

**4. PROGRAM REQUIREMENTS UNDER THIS ADDENDUM**

The EV Charge SF Program under this addendum is currently available to customers that meet the following criteria:

#### **4.1. Location**

The property must be located in San Francisco, California.

#### **4.2. Customer Type**

The property must receive electric service from CleanPowerSF and must be a Multifamily, Not-for-Profit organization, or Small Business and served under a Qualifying Electric Rate.

#### **4.3. Project Type**

The Program serves two project types under this Addendum:

1. An EV charging infrastructure project in an Existing Building that is enrolled in the MSDI Program and is subject to that program's technical requirements and program rules; and
2. An EV charging infrastructure project in an Existing Building that is not enrolled in the MSDI Program and is subject only to the technical requirements and program rules of this EV Charge SF Program Handbook and Addendum.

#### **4.4. Prerequisite Performance**

Not Applicable

#### **4.5. Incentive Layering**

Projects may combine EV Charge SF incentives with other available EV charging funding programs, except if SFPUC is the funding source of the other program incentive. In particular, only one category of EV Charge SF incentive may apply to the same vehicle stall.

When customers are combining incentives from other sources, the total provided incentives from all programs may not exceed 100% of EV-charging project costs, as described in Section 7.2.

#### **4.6. Labor Requirements**

All work carried out on the projects participating in the Program shall be performed by contractor companies that are licensed by the State of California.

#### **4.7. Special Conditions and Alternate EV Codes**

##### **2. Special Circumstances**

Under special or unique circumstances, the SFPUC, at its discretion, may waive certain eligibility or other Program rules. Any such waiver must be in writing.

#### **5.1. Program Components**

##### **5.1.1. Project Scope**

###### Projects Not Enrolled in the MSDI Program:

Submit a Project Scope document describing the proposed EV charging infrastructure upgrades to the site, including all items listed in the Existing Buildings Pilot Cover Sheet with the Application Form. The upgrades must conform to the technical requirements listed in Section 5.1.3 of this Handbook.

###### Projects Enrolled in the MSDI Program:

For enrollees in the MSDI Program, submitting the project's MSDI Scope of Work may substitute for this Project Scope; these documents include the MSDI Project Description and Terms and Conditions or similar documents. EV charging infrastructure type and specifications recommended by that program for the site are deemed to satisfy EV Charge SF technical requirements under this Addendum.

##### **5.1.2. Technical Assistance**

Not applicable.

##### **5.1.3. Electric Vehicle Supply Equipment (EVSE) Installation**

For EV Charge SF enrollees not enrolled in the MSDI Program, refer to pages 11-12 of the EV Charge SF Program Handbook for EVSE technical requirements.

##### **5.1.4. EV Infrastructure Installation**

For EV Charge SF enrollees not enrolled in the MSDI Program, refer to pages 12-13 of the EV Charge SF Program Handbook for EV infrastructure technical requirements.

## 5.2. EV Incentives Must Be for Beyond Code Work

Not applicable.

## 5.3. Post-Construction Verification

All EV Charge SF enrollees under this Addendum are subject to post-construction requirements described on pages 13-14 of the Program Handbook, including notification of SFPUC within 90 days of project completion and potential site verification by SFPUC.

## 6. DOCUMENTATION REQUIREMENTS

1. Program Enrollment Form (For EV charging projects in Existing Buildings enrolled under this Addendum, this form includes digital photos of key locations at the site)
2. [EVSE] Owner Application and Incentive Agreement. For EV charging projects enrolled under this Addendum this form includes the Existing Buildings Pilot Cover Sheet.
3. Not applicable.
4. Verification Documentation (Post-Construction Phase)
  - EVSE purchase invoice (marked as paid). For enrollees in the MSDI Program, project completion documentation used by that program is deemed to satisfy EV Charge SF documentation requirements under this Addendum, as long as sufficient detail is provided to be able to verify an accurate application of EV Charge SF incentives.
  - EVSE operation and maintenance contract/agreement with vendor and EVSE Network Agreement. For enrollees in the MSDI Program, project completion documentation used by that program is considered to satisfy EV Charge SF documentation requirements under this Addendum.
  - Photos of the following: - Two or more photos of installed and operational EV charging stations, clearly displaying the cobranding label, if provided by SFPUC
  - Serial numbers of equipment installed – only required for Level 2 EVSE equipment; for enrollees

in the MSDI Program, MSDI documentation may substitute.

- Electrical service panels – for enrollees in the MSDI Program, MSDI documentation may substitute.
- Documents as needed for SFPUC’s potential on-site verification of EV Infrastructure and EVSE. Documents must facilitate verification that the installed EV Infrastructure and or EVSE meets the equipment counts listed in the [EVSE] Owner Application and Incentive Agreement, including photos of project site.
- IRS W-9 for incentive payee, if not previously provided

SFPUC reserves the right to request additional documentation as needed for demonstration of compliance with Program requirements and to audit customer documents and attestations at its sole discretion.

## 7.1. Incentives

### 1. Level 2 EVSE Installed

This section of the Program Handbook applies only to New Construction Projects and Newly Constructed Buildings.

### 2. EV Infrastructure Upgrade

This section of the Program Handbook applies only to New Construction Projects and Newly Constructed Buildings.

### 3. EV Charging Infrastructure Installed in Existing Buildings Under This Addendum

Under this Addendum, EV Charge SF offers incentives for any new EV charging equipment in Existing Buildings based on the following incentive structure:

- a. Level 2 EVSE Installed in Existing Building
  - a. \$5,000 per Level 2 EVSE (first port)
  - b. \$1,500 per Additional EV Charging Port up to a total of four ports (i.e., three “additional ports” plus the first Level 2 EVSE port)
- b. Level 1 EVSE Port/Outlet Installed in Existing Building
  - a. \$2,500 per port/outlet

- c. Conduit for Future EV Branch Circuit in Existing Building
  - a. \$250 per vehicle stall

## **7.2. Incentive Cap and Eligible Project Costs**

This section of the Program Handbook is unchanged.