

# Incentive Application Process

## Commercial EV Program



### RESERVATION REQUEST

To reserve an incentive for the project, you will be required to submit the following:

#### Participant requirements:

- Completed Reservation Request Form – Form A
- Infrastructure Capacity Evaluation Form (applicable to charger rebates only)
- Site plan (applicable to charger rebates only)

#### Roseville Electric Utility responsibilities:

- Roseville Electric Utility may schedule a site inspection before work begins
- Once all required documentation is approved, Roseville Electric will provide a rebate reservation confirmation which serves as a Reservation of Incentive\* and approval of an incentive commitment for your records
- Roseville Electric Utility may schedule a check-in with project team to review project prior to completion

**Incentives are not reserved for your project until Roseville Electric provides a rebate reservation confirmation. Incentives are reserved for up to 120 days following the approved reservation application date.**

### PAYMENT REQUEST

After Reservation of Incentive and Infrastructure Capacity Evaluation approval and once EVSE/EV\*\* is installed, to request payment, you will be required to submit the following:

#### Participant requirements:

- Completed Payment Request Form – Form B
- Copy of project contract(s) and/or invoices for all vehicles and equipment (must include make, model, cost, and VIN or EVSE serial number, GPS coordinates) and executed EVSE contract (if a public agency, proof of issued RFP)
- Photos of all fleet vehicles and/or installed EVSE
- Copy of Roseville Building Division signed final permit or PE Stamp for self-certifying agencies (applicable to charger rebates only)
- Updated site plan (applicable to charger rebates only)
- Photo of meter if new meter is required (applicable to charger rebates only)
- W-9 tax form for incentive payment payee

#### Roseville Electric responsibilities:

- Roseville Electric may schedule a site inspection after work is complete
- Prior to payment, Roseville Electric will review all required documents
- Payment will be issued 6-8 weeks after all required documentation is approved

**If you have any questions, contact Roseville Electric at [elecbizrebates@roseville.ca.us](mailto:elecbizrebates@roseville.ca.us) or 916-797-6937**

\*Reservation of Incentive is the automated rebate reservation confirmation that is sent to the Applicant and Host Customer.

\*\*Electric Vehicle Supply Equipment/Electric Vehicle.