



## Clean Vehicle Assistance Program Charging Grant Manual

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**Please read the following carefully to learn more about the charging grant process.**

If you purchase a plug-in hybrid or battery electric vehicle through the Clean Vehicle Assistance Program (CVA Program) you may be eligible for a charging grant to help pay for an EV Charger installation or public charging credit. The grant is provided by our partners at [GRID Alternatives](#), a nonprofit, community-based organization that is working to make renewable energy accessible to all communities.

### Charging Grant Eligibility

To be eligible for a charging grant, you must have received a grant and completed your vehicle purchase from the Clean Vehicle Assistance Program. Before GRID Alternatives can serve you, GRID must receive confirmation of your eligibility from the CVA Program team. You have six months from the date of your vehicle purchase to redeem a charging grant.

[1]



## Charging Grant Process

1. Contact GRID Alternatives one month after purchasing your vehicle to begin the process. GRID Alternatives will confirm your eligibility and help determine if there is an Authorized Contractor available who may be able to service your area. An Authorized Contractor can evaluate your residence for an EV Charger installation and send GRID Alternatives an estimate. GRID Alternatives can pay an Authorized Contractor directly up to \$2000 to install a home Level 2 charger at your residence.
2. If there is no licensed contractor in GRID's network available or if you choose to work with your own licensed contractor, you may pay the contractor directly and submit for reimbursement for eligible costs up to \$2000. Please follow the steps below to begin:

### Installation Estimate

You will need to get an estimate from a licensed C10 contractor approved before proceeding with the installation. Please submit the **Installation Estimate** form to [evs@gridalternatives.org](mailto:evs@gridalternatives.org) for approval.

### Reimbursement

If the estimate is approved, you may proceed with the EV Charger installation. After installation is complete, you must complete and send the **Installation Reimbursement** form to GRID in order to receive reimbursement of up to \$2000 in around 30 days.

## Public Charging Card

Participants who are unable to install a home Level 2 charger or who prefer an alternative option can apply for a \$1000 prepaid charge card account. This account is valid at public EVGo and ChargePoint stations. To sign up you must contact [evs@gridalternatives.org](mailto:evs@gridalternatives.org) and GRID will send you instructions to register for the account. A credit or debit card is required for registration but will not be charged unless the participant continues to use the account after the balance is spent. This option also comes with a free portable charger compatible with NEMA 6-20 240v outlets that charges at a slower Level 2 speed than the standard home charger.



## Frequently Asked Questions (FAQs)

### Who is eligible for a charging grant?

To be eligible for a charging grant, you must have received a vehicle grant and completed your vehicle purchase from the Clean Vehicle Assistance Program. Before GRID Alternatives can serve you, GRID must receive confirmation of your eligibility from the CVA Program team.

### How long is the charging grant available for?

The charging grant must be redeemed within 6 months from the date of vehicle purchase. Funding is first come first serve and any request for extension must be submitted to [cleanvehicles@beneficialstate.org](mailto:cleanvehicles@beneficialstate.org) for approval prior to the expiration date.

### Who pays for the installation?

Participants who work with an Authorized Contractor can have installation costs up to \$2000 paid for by GRID Alternatives. If you work with a contractor who is not an Authorized Contractor, you will pay the installation costs and can submit for reimbursement from GRID Alternatives for eligible costs up to \$2000.

### What if I'm a renter?

Renters who want a home charger installation must provide written approval from the landlord or the property owner to [evs@gridalternatives.org](mailto:evs@gridalternatives.org) before proceeding with the installation process.

### What if the total installation cost is above the grant amount?

If the \$2000 grant does not cover all installation costs, including any necessary electrical upgrades, the participant may choose to pay for these additional costs at their own expense.

### What type of charger can I use?

Chargers must have a minimum power rating of 3.8kw, be new and unused, and be certified by a Nationally Recognized Testing Laboratory such as UL or ETL/Intertek. GRID Alternatives reserves the right to select the make and model of the electric vehicle charging station.



## EV Charger Installation Estimate

Once GRID Alternatives has confirmed your eligibility you may complete this form.  
Attach the contractor's estimate and send this completed form to [evs@gridalternatives.org](mailto:evs@gridalternatives.org) for approval.

### INSTALLATION ESTIMATE COST

Contractor Business Name: \_\_\_\_\_

CSLB License #: \_\_\_\_\_

Contractor Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Installation Address: \_\_\_\_\_

Labor Cost: \_\_\_\_\_ Permit Cost: \_\_\_\_\_ Material Cost: \_\_\_\_\_ Total: \_\_\_\_\_

### CHARGER COST

EV Charger Make: \_\_\_\_\_ Model: \_\_\_\_\_ Power(kw): \_\_\_\_\_

Price: \_\_\_\_\_ Sales Tax: \_\_\_\_\_

Shipping and Handling (if applicable): \_\_\_\_\_

Total Cost: \_\_\_\_\_

I, \_\_\_\_\_, (CVA Program Participant Name) understand that if this estimate is approved, GRID Alternatives will only reimburse me for fully documented costs of the charger installation, not to exceed \$2,000, once the charger installation is complete and inspected. In order to receive reimbursement, I will provide GRID Alternatives with the following: **(PLEASE CHECK EACH BOX)**

- Itemized invoice from the contractor and proof of payment
- Receipts of the charger purchase
- Photographs of the completed installation and the signed building inspection card

CVA Program Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## EV Charger Reimbursement Checklist

Before submitting this form, you must have had the Installation Estimate approved.

Please fill out the below and send to [evs@gridalternatives.org](mailto:evs@gridalternatives.org) to submit for your reimbursement.

**CVA Program Participant Name:** \_\_\_\_\_

**Installation Address:** \_\_\_\_\_

**Mailing Address(if different than above):** \_\_\_\_\_

**Date of Installation:** \_\_\_\_\_

**Installation Total Cost:** \_\_\_\_\_

**EV Charger Total Cost:** \_\_\_\_\_

**Total Costs Submitted for Reimbursement:** \_\_\_\_\_

### Please attach the following documents:

Invoice from licensed C10 contractor	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Receipt of payment to contractor	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Receipt of EV Charger purchase	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Photo of the charger installed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Photo of the signed permit inspection card	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**CVA Program Participant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_