

Electric Vehicle Charging Station Incentives PROGRAM HANDBOOK



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DEFINITIONS

This section includes a list of terms that defined for common use within this program handbook.

Applicant: The party responsible for preparing the application and grant claim package in the online application portal.

Completed: The Electric Vehicle Charging Station is considered Completed when it is completely installed, the building permit is satisfied, and the system is capable of being used in the manner for which it was designed. If selected for Program Inspection, the system is considered Completed only once the inspection is Completed and passed.

Direct Current (“DC”) Fast Charger: A Charging Station utilizing 480 volt, three-phase power. May also be referred to as a Level 3 Charger.

Designated Applicant: An individual or entity designated by the NV Energy Host Customer to apply on their behalf.

Electric Vehicle (“EV”): Any vehicle that uses electric motors for propulsion.

EV Charging Station or Charging Station: The site of one or more EV Chargers. Also called a charging point.

EV Charging Station Incentives: NV Energy incentive program supporting the installation of Level 2 and/or DC fast charging stations that serves multifamily, workplace, and fleet electrification applications.

Electric Vehicle Supply Equipment (“EVSE”): A device that safely delivers electricity to charge the battery in an electric vehicle. EVSE can have one or more connectors.

Electric Vehicle Connector or Connector: The means by which EVSE connects to an electric vehicle allowing it to charge. Referred to as Electric Vehicle Port in the approved Public Utilities Commission of Nevada order, 18-02002.

Eligible Project Costs: Tangible materials and labor for the installed system, including fees for local building authority permitting. Costs may also include other required equipment, project design and engineering costs and costs associated with making the site ready for installation (make-ready costs).

Host Customer: The NV Energy customer of record at the proposed installation location. The Host Customer name must exactly match the name on the NV Energy bill. The Host Customer is responsible for making any changes to their NV Energy bill prior to application. Persons listed as co-applicants on the NV Energy bill may apply as the Host Customer.

Installation Contractor or Installer: The Nevada licensed electrical contractor (C-2) who performs the installation.

Level 2 Charger: A Charging Station utilizing 240 volt, single phase power or 208 volt, three phase power.

Network Communications: Describes the open communication protocols Open Automated Demand Response (OpenADR) 2.0b or Open ChargePoint Protocol (OCPP), and transport layer protocols of Wi-Fi and cellular.

Project: A Project is an installation(s) for one Host Customer on an NV Energy service location(s).

Program Launch Date: The Program will be available to accept applications on September 14, 2018.

Reservation Notice: Issued after an application has been approved by NV Energy, the Reservation Notice indicates that incentive funds have been reserved for the project and lists the output power, type of electric vehicle charging system, and the number of proposed charging connectors.

Seller: The party that sells or leases the system to the Host Customer.

System Owner: The owner of the installation when the incentive is paid. Systems that are on a leasing arrangement, a lease-to-own arrangement, or a Purchase Power Agreement (PPA) are owned by the leasing company or the company providing the Purchase Power Agreement (PPA); therefore, those entities are considered the System Owner.

PROGRAM OVERVIEW

- The goal of the program is to support the installation of electric vehicle charging infrastructure at locations throughout the service territories of NV Energy.
- NV Energy launched a number of Electric Vehicle Infrastructure Demonstration (“EVID”) programs during the 2018-2019 program year. These programs include EV Charging Station Incentives, an EV Custom Grant program, the Nevada Electric Highway, and Technical Advisory Services.
- The total of multi-year incentive budget for the EVID program may not exceed \$15,000,000.
- The program is funded by NV Energy customers and is administered by NV Energy.
- Installations must be permitted through the local building authority and installations must be performed by a Nevada licensed C-2 electrical contractor.
- Charging stations that are installed before the issuance of the Reservation Notice are not eligible for incentive.
- NV Energy pays incentives as available per NRS 701B.
- NV Energy is not responsible for operation or maintenance costs of Electric Vehicle Charging Stations installed through this program.
- NV Energy is not responsible for consumption changes or billing changes because of the customer’s decision to install an Electric Vehicle Charging Stations.

CUSTOMER ELIGIBILITY

The host customer may be required to refund some or all of the incentives they receive if the measures do not remain installed for a period of five (5) years or the expected life of the measure, whichever is greater, or the facility where the measures are installed ceases to be a bundled, full requirement’s customer of NV Energy during the said time period.

Commercial NV Energy customers are eligible to apply in one of three categories:

Multi-Family: Installations located at residential dwellings with two or more units and intended for use by the residents.

Fleet: Installations located at a commercial location operated by a business that intends to use the charging stations for its company vehicles.

Workplace: Installations located at commercial workplace locations and intended for use by the employees at that location.

Projects that do not fit into these categories may be considered as part of the Electric Vehicle Custom Grant program. Projects must be located on an NV Energy customer premise. NV Energy customers who subscribe to a Distribution Only Service (DOS) rate are not eligible for incentives.

The System Owner may be the NV Energy Host Customer or a third party as designated by the Host Customer.

INSTALLER ELIGIBILITY

Participating Installers must have an active C-2 Nevada contractor's license. If a contractor's license is suspended, applications associated with the contractor are not eligible to receive a Grant Reservation Notice or a grant payment, unless the system was completed and inspected by the local building authority prior to the suspension date. Customers may select a different Installer if needed. Additional information is provided in the **Application Changes** section in this handbook.

EQUIPMENT ELIGIBILITY

Applicants will indicate the EV charging equipment that is proposed for the Project by selecting from qualified equipment in the online application. Applicants may propose to install charging equipment that is not listed provided that the equipment meets the following specifications:

1. UL listed
2. Capable of Network Communications and charging data collection
3. Capable of charging more than one vehicle make
4. A minimum output of 50 kW is required for DC Fast Chargers
5. New and never previously installed

SITING REQUIREMENTS

Multi-Family: Charging Stations must be available for all tenants and cannot be located in parking areas unavailable to residents of the multifamily housing location.

Workplace: Charging Stations must be available for employees and cannot be located in parking areas unavailable to workers.

INCENTIVES

Incentives are calculated by the type and quantity of charging connectors or systems installed.

Multi-Family, Fleet and Workplace			
Charging System Type	Incentive	Minimum System Size	Maximum Incentived System Size
Level 2 Charger	Lesser of \$3,000 per charging connector or 75% of project cost	2 Charging Connectors	10 Charging Connectors
DC Fast Charger	\$15,000 per Charging System	1 Charging System	5 Charging Systems

The maximum eligible incentive is calculated during the initial application process and is reserved as listed on the Reservation Notice.

Example 1: An Applicant proposes a system with five (5) Level 2 charging units with 2 connectors each for a total of ten (10) charging connectors. The initial calculation allows for an incentive of up to \$30,000 (\$3,000 x 10 connectors). However, the proposed total project cost is only \$20,000, so the reserved incentive is capped at 75% of the project cost, or \$15,000.

Example 2: An Applicant proposes a system two (2) DC fast charging units, and six (6) Level 2 charging connectors total. The total estimated installation cost is \$50,000. The carve out for the Level 2 infrastructure is \$12,000. The reserved incentive will have 2 parts, one for the DC fast charger, and one for the Level 2 connectors.

$$\text{DC Fast Charger} = 2 \times \$15,000 = \$30,000$$

$$\text{Level 2 Connectors} = \text{Lesser of } (6 \times \$3,000) \text{ OR } (75\% \times \$12,000) = \$9,000$$

In this case the reserved incentive is $\$30,000 + \$9,000 = \underline{\$39,000}$.

APPLICATION

Applications are submitted online through NV Energy's online application portal <https://nveelectricvehicles.powerclerk.com>. The application will be available to open and submit on the Program Launch Date.

Applications are reviewed to confirm Host Customer program eligibility and affirm that required documentation is provided.

Important communications are sent by email to program participants. Accurate email addresses are required for ALL program participants, including Host Customers.

Deficient applications will be returned to the Applicant for corrections. Deficient applications that are not corrected within 20 days of the Applicant being notified of the deficiency are canceled and the application fee is forfeited.

An application must include:

1. A recent copy of the Host Customer's NV Energy utility bill
2. For applications where the Host Customer has authorized a Designated Applicant, a fully executed Designated Applicant Authorization Form (provided in the online application)
3. Manufacturer's specifications for proposed charging equipment
4. One-line or other applicable electrical design diagrams

Utility Bill:

If NV Energy service has not been established, as in new construction or pending transfer of property title, the Applicant may submit, in place of the utility bill, a document indicating future service with the Host Customer's name and the physical address of the property as it will appear on the NV Energy account (utility bill).

APPLICATION FEE

A \$35 non-refundable fee is required for all Applicants. The fee must be received by NV Energy before the application will be reviewed and approved. Applications are reviewed when fees are received. Since the fee may be paid by the customer or any other participant in the application, customers should communicate with installation partners before submitting payment. If NV Energy receives duplicate fee payments for the same application, the first payment is posted and subsequent payments are returned. If the fee is not received within 30 days of submission of the application, the application will be cancelled.

Application fees may be paid online using SpeedPay (must be an NV Energy account holder to use) or application fees may be mailed to:

NV Energy Clean Energy Programs
6100 Neil Road
MS S2A35
Reno, NV 89520

Your application number, provided once you submit an application, must be referenced on the payment method of your choice.

If a complete incentive claim for the Completed system is not submitted prior to the expiration date on the Reservation Notice the application fee is forfeited.

RESERVATION NOTICE

Once an application has been reviewed and approved, the Applicant, Host Customer, Installer and System Owner are sent a Reservation Notice by email that indicates that incentive funds have been reserved for the Project. The notice lists the type and quantity of electric vehicle chargers. The Host Customer has sole rights to the Reservation Notice. Unless the Applicant has received an incentive reservation expiration date extension, as detailed below, the application reservation expires one year from the date listed on the Reservation Notice.

Applicants may check the status of their application by signing into the online application portal. “Active” status indicates that a Reservation Notice has been issued.

Applicants must not begin the installation of the proposed electric charging system until the Reservation Notice has been issued. While preparatory work may be in progress (including project design, permitting, equipment procurement and “make-ready” construction), a project will be ineligible for incentive if the installation of the proposed electric charging system begins before the Reservation Notice has been issued.

One-Time, One Year Reservation Extension

An Applicant who has received a Grant Reservation Notice can request a one-time, one-year extension to the expiration date listed on the notice. Applicants will be required to submit, prior to the original expiration date, proof of progress and intent to complete the Project. The proof of progress is subject to review and approval by NV Energy and may include, without limitation:

- Evidence that substantial percentage of Project construction has been completed
- Evidence that the principal components of the system have been purchased and delivered to the installation location
- Evidence of substantial non-refundable payments of installation costs

Applicants must also provide an attestation, signed by the Host Customer, Installer and System Owner, of their intent to complete the system and acknowledgement that the Project will not be eligible for grant funding if not Completed by the extended expiration date.

APPLICATION CHANGES

INSTALLATION LOCATION

Changes may require submission of new documents and requalification.

Applicants and Host Customers may request to change the installation address of a reservation to another address with the same Host Customer. Changes must be requested in writing to NV Energy. Location changes will require that the Applicant provide a copy of a recent NV Energy bill for the proposed location. The new installation location is recorded in the online application, but the Reservation Notice is not revised. The terms of the original Reservation Notice apply to the new installation location.

APPLICANT OR INSTALLER

Host Customers may change or rescind affiliation with any of the parties of the original application with written notice to NV Energy. The Installer may be changed by either the Applicant, System Owner or the Host Customer with written notice to NV Energy.

HOST CUSTOMER

The Host Customer name for an application may be changed before Project completion by the original Host Customer with written request to NV Energy. A copy of a recent utility bill in the name of the new Host Customer must be provided with the change request.

RESERVATION NOTICES

Reserved incentives listed on the Reservation Notice cannot be changed. Applicants may withdraw the existing application and submit a new application at their discretion. New applications are subject to incentive levels and the availability of incentive funds at the time of the new application and must comply with current rules. New Applications require a new non-refundable \$35 application fee, and a new Reservation Notice will be sent.

INCENTIVE CLAIM

The Applicant requests payment of the incentive for a Completed Project by submitting the incentive claim package prior to the expiration date listed on the Reservation Notice. The incentive claim is submitted through NV Energy's online application portal, similar to submitting the original application. The final incentive is determined by the actual installed system, and may not exceed the amount listed on the Reservation Notice.

Example: The initial application proposed five (5) level 2 charging units with two connectors each for a total of ten (10) charging connectors. The initial calculation allows for an incentive of up to \$30,000 (\$3,000 x 10 connectors). However, the proposed total project cost is only \$20,000, so the reserved incentive was capped at 75% of the project cost, or \$15,000.

The Completed system is comprised of four (4) level 2 charging units with a total of eight (8) charging connectors. The final calculation allows for an incentive of up to \$24,000. The actual project cost is \$16,000, so the final incentive is capped at 75% of the project cost, or \$12,000.

If an incentive claim package is incomplete and suspended, the Applicant has 60 days to make corrections. If the correction is not received within 30 days, NV Energy will send a final notice indicating that the Applicant has 30 days to correct or their application will be forfeited. In the case that an incentive application is forfeited the system may still be connected but the reserved incentive funds and the application fee are forfeited.

The incentive claim must include the following:

- Signed Incentive Claim Form. If an Applicant changes system details from those originally proposed, then the Applicant must modify the system details in the Incentive Claim Form.
- Copy of the final invoice(s) for installation and equipment. NV Energy will validate declared system costs by comparing the invoice to the as-built system. Random Projects may be selected for onsite inspection.
- A copy of the satisfied building permit from the local jurisdiction indicating the date of satisfactory final system inspection. (In the case of jurisdictions that do not have a building official, verification by a Nevada licensed professional engineer is required attesting to compliance with all applicable state, county, and federal codes and ordinances.)
- Photos of the installed EV charging station(s) that clearly show the Completed project and equipment nameplate information.

INSPECTIONS

Projects may be selected randomly for inspection, and NV Energy may inspect other projects at its discretion. The program post inspection verifies the information contained in the incentive claim, including:

- installation location;
- installed equipment; and
- Verification that the final installation invoice matches what was installed and listed in the application.

If the program post inspection identifies any information or conditions that need to be corrected or verified by the Host Customer or contractor, NV Energy will notify the Host Customer and Contractor of the required corrections. Once those corrections are made, NV Energy will confirm the corrections have been made and continue processing the Incentive Claim.

PAYMENTS

Incentive payments are processed only after installation and submittal of the incentive claim package. Payments are issued to the payee as indicated on the Incentive Claim Form. Payees must provide NV Energy with a W-9 Form in the same name as the payee on the online application. The W-9 form can be found at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. NV Energy will issue an Internal Revenue Service 1099-MISC to all payees at the end of each year in which incentives are paid. To protect payee privacy, W-9 forms are not submitted in the incentive claim but are submitted directly to NV Energy. Incentive payments are not made until the W-9 is provided.

CANCELLATION, WITHDRAWAL, AND FORFEITURE

An application that has not yet been approved and issued a Reservation Notice may be cancelled by written or verbal request from the Applicant, Installer, System Owner or Host Customer.

An application that has been issued a Reservation Notice may be withdrawn from the program by written request directly from the Host Customer to NV Energy. A Withdrawal Form is available in the online application portal.

An application is forfeited if the complete incentive claim is not submitted by the expiration date listed on the Reservation Notice or the date granted for the extension.

Reserved incentive funds for withdrawn and forfeited applications are returned to the program and these applications are no longer eligible for payment to the Applicant. Host Customers may reapply to the program, but subsequent applications are subject to the program rules in place at the time of the new application.

FOR MORE INFORMATION

Additional information, programs, and services can be found on our website at nvenergy.com.

RENEWABLEGENERATIONS INCENTIVE PROGRAM:

Website: <https://www.nvenergy.com/cleanenergy/electric-vehicles>

Email: RenewableGenerations@NVEnergy.com

Toll-Free: 866-786-3823