



EV CHARGE SF - CleanPowerSF

Existing Buildings Pilot Enrollment & Incentive Application Forms

Existing Buildings Pilot Cover Sheet

This Cover Sheet, along with the EV Charge SF Enrollment and Incentive Application forms, enable CleanPowerSF Multifamily, Not-for-Profit, and Small Business customers to enroll in the EV Charge SF Existing Buildings Pilot. This Pilot is operated by the San Francisco Public Utilities Commission (SFPUC) and is available to CleanPowerSF customers enrolling under [EV Charge SF Program Handbook, Addendum #3](#). SFPUC also strongly encourages customers to contact the [PG&E/Ecology Action Multifamily Housing and Small Business EV Charger Program](#) (MSDI Program).

How to Apply

Step 1: Contact SFPUC

Feel free to contact the SFPUC to learn more about this EV Charge SF Existing Buildings Pilot and to confirm that your project is eligible for incentives. Reach us at PowerPrograms@sfgwater.org or call an SFPUC Program representative at (415) 554-0773; download Program documents at SFPUC's website at sfpuc.gov/EVChargeSF.

Step 2: Send SFPUC Your Project's Enrollment Agreement & Incentive Agreement

Review and sign both the EV Charge SF Enrollment Agreement and the Owner Application & Incentive Agreement. Note: As further described below, these forms require signatures of both the **Site Host** (site owner) and the project's **EVSE Owner** (billing customer), as defined in [Addendum #3](#). Send the signed completed forms to PowerPrograms@sfgwater.org.

A) Enrollment Agreement:

- Must be signed by the project's **Site Host**. (Note: Site Host is same as Site Owner Name on the EV Charge SF Enrollment and Incentive Agreement forms)
- Designate the utility billing customer of record for the EV charging equipment under "Customer Name". Note: This customer is the project's "**EVSE Owner**" as defined in [Addendum #3](#).
- Only CleanPowerSF customers are eligible under this Addendum, so the Hetch Hetchy Power check boxes should be left blank.
- The "Authorized Customer Agent" section may be used by the Site Host to designate a third party to be the EV Charge SF point of contact.

B) Owner Application & Incentive Agreement:

- Must be signed by the project's EVSE Owner, i.e., the utility billing customer of record for the EV charging equipment.

- Only CleanPowerSF customers are eligible under this Addendum, so the Hetch Hetchy Power check box should be left blank.
- The “Authorized Agent” section may be used to designate a third party to be the EV Charge SF point of contact, and the “Payee Information” section may be used to direct the incentive payment to your contractor or other third party. For enrollees in the concurrent MSDI Program, a representative of that program may be designated as the third party in one or both sections.
- Incentive Information Table: Please complete the table “Incentive Agreement Details Under EV Charge SF Existing Buildings Pilot” below.

C) Project Scope/ Project Description:

Provide an attachment with a description of the EV charging project scope with at least the following elements. Note: For enrollees in the MSDI Program, that program’s issued MSDI Scope of Work may substitute for this requirement.

- Site Name and Address (Site property name and address)
- Type of Use (Assigned or unassigned parking, publicly available?)
- Schedule (Planned date of construction and becoming operational)
- Estimated Project Costs
- EV Service Provider (EV charger equipment vendor and installer)
- For each EV charger or outlet type: quantity; charger make and model; power level
- Narrative description and/or sketch drawings for number and location of all EV charging stations and outlets for which incentives are requested in the Incentive Agreement form below
- Pre-Construction Photos: digital photos of electrical panels or individual parking stalls sufficient to demonstrate that the proposed EV charging equipment is not already installed

D) Incentive Agreement Table:

All customers submitting an application for incentives under the Existing Buildings Pilot must complete the table below listing the quantity and incentive categories for their project scope.

Incentive Agreement Details Under EV Charge SF Existing Buildings Pilot (Addendum #3)					
Customer Inputs		SFPUC USE ONLY		Assigned Project # _____	
		SFPUC Reservation		Post-Construction Verification	
	Quantity	Incentives for Existing Buildings per Addendum #3	Incentive Reservation Amount	Quantity	Incentive Amount
Level 2 EVSE	# _____	\$5,000	= \$ _____	# _____	\$ _____
Additional Ports	# _____	\$1,500	= \$ _____	# _____	\$ _____
Level 1 Outlets/Ports	# _____	\$2,500	= \$ _____	# _____	\$ _____
EV Conduit (# of stalls)	# _____	\$250	= \$ _____	# _____	\$ _____
		Total Incentives Reserved:	\$ _____	Total Payment:	\$ _____
See Program Handbook for definitions of incentivized equipment.		Date Received: _____		Date Verified: _____	
		Reviewed By: _____		Verified By: _____	
		Date Approved: _____		Date Approved: _____	
		Approved By: _____		Approved By: _____	
Please attach documentation per Program Handbook. SFPUC will review forms and send an Incentive Reservation Notice. Upon construction completion, contact SFPUC at PowerPrograms@sfgwater.org and submit documents for project verification.					

When the agreement package is approved, SFPUC will provide an Incentive Reservation Notice indicating the Incentive Reservation Amount and the Reservation Date. The Incentive Reservation Amount is reserved for two years from the Reservation Date, with two annual extensions possible.

Step 3: Notify SFPUC at Project Completion to Claim Incentive Payment

When the project is completed, notify the SFPUC for post-project site verification and document collection.

Data Privacy Authorizations

- To implement this program, the SFPUC may need to share Customer Data (defined below) with contractors, vendors, and other third parties.
- “Customer Data” means individual customers’ names, addresses, email addresses, telephone numbers, account numbers, payment information, and utility usage, including electric energy usage data.
- By signing and submitting this application, I authorize SFPUC and other City and County of San Francisco employees, agents and representatives to access my Customer Data to manage and process this application and implement this program.
- For more information about how SFPUC protects your information, see our [Privacy Policy](#).

Optional Data Sharing: By checking this box, I authorize SFPUC to share my Customer Data with PG&E and its agents operating [PG&E’s Multifamily Housing and Small Business EV Charger Program](#) to determine my site’s eligibility for additional EV charging incentives and services.

Attestation of Eligibility

By checking this box, I attest that my electric account qualifies for incentives as a Multifamily, Not-for-Profit, or Small Business entity as defined under Addendum #3. Note: SFPUC may require additional documentation to verify eligibility.

Acknowledgement of Terms and Conditions

This Cover Sheet is incorporated as part of the Enrollment and Incentive Agreements. In signing these forms, all parties hereto agree to abide by the terms and conditions of these Agreements for participation in the EV Charge SF Program, including all requirements expressly incorporated by reference, except Term # 6B of the Incentive Agreement, which is replaced by the following for the purposes of Addendum #3:

- The EVSE Owner agrees to execute this agreement with the City prior to installing EV Supply Equipment (EVSE), and specify and install EV-related equipment per the Handbook’s requirements.

Contact EV Charge SF at [415-554-0773](tel:415-554-0773) or by email at PowerPrograms@sfgwater.org

Enrollment Agreement

Complete, sign, and email this program enrollment form to PowerPrograms@sfgov.org. An SFPUC program representative will contact you to confirm receipt and discuss next steps.

For questions or assistance, contact the SFPUC at [415-554-0773](tel:415-554-0773) or at PowerPrograms@sfgov.org

Customer Information

Customer Name:	Customer Contact Name & Title:	Phone Number		
Contact Address	City	State	Zip code	E-Mail
Site Owner Name (if different):	Site Owner Phone (if different):	Site Owner Email (if different):		
Please Check Your Current Or Planned Energy Service Provider	CleanPowerSF	Hetch Hetchy Power		

Project Information

Provide project information below. Provide estimates where necessary.

Project Name	Approximate Number of Vehicle Stalls	Estimated Construction Permit Issuance Date		
Project Site Address	City	Zip code	Estimated Construction Complete date	
Building Type(s):	Residential	Affordable Housing	Commercial	Other
Brief Description (Including: # of Dwelling Units, Rental/ Condo/Townhouse, Commercial Retail, Workplace, Other End Uses)				
Stage:	Schematic Design	Design Development	Construction Docs	Construction

Authorized Customer Agent (if applicable)

Agent Name	Company Name	Phone Number
Address	City/State/Zip	E-Mail

SFPUC Electric Service Account Status

Check one:

Check box if new construction project planning to enroll in CleanPowerSF service.

Check box if new construction project planning to enroll in Hetch Hetchy Power service.

Check box if currently served by CleanPowerSF. PG&E Account # _____

Check box if currently served by Hetch Hetchy Power. HHP Account # _____

Electric Service, Project Name _____ Service Address _____

Statement of Interest

By submitting this Enrollment Form, I confirm and agree as follows:

1. I have read and understand all program documents including the SFPUC EV Charge SF program Handbook (“Handbook”) and I would like to participate in the EV Charge SF Program, and the undersigned is duly authorized to execute this Agreement.
2. I am interested in installing Electric Vehicle Supply Equipment (EVSE, i.e., EV chargers) in my building, exceeding the minimum requirements of San Francisco’s Green Building Code, Sec. 4.106 & 5.106) , or exceeding the minimum requirements of San Francisco’s Commercial Garage EV Charging Ordinance. My project meets all program enrollment eligibility requirements. I will assign a representative to facilitate participation in program and will provide access and project documentation as required by the Handbook, and agree to all other applicable requirements as set forth in the Handbook.
3. By submitting this Enrollment Agreement, I attest for this New Construction Project that I have applied for service for Hetch Hetchy Power or plan to enroll this project in CleanPowerSF service. For Newly Constructed Buildings or existing commercial garage/lot, I attest that the project is a current CleanPowerSF or Hetch Hetchy Power customer in good standing.
4. I understand that participation in the EV Charge SF program is voluntary, and that I am under no obligation to accept technical assistance offered under this program, or to modify the design or construction of my building based on program-offered technical assistance or recommendations.
5. **SFPUC’S AND/OR ITS CONSULTANTS’ REVIEW OF THE DESIGN, CONSTRUCTION, OR OPERATION OF THE PROJECT SHALL NOT CONSTITUTE ANY REPRESENTATION AS TO THE ECONOMIC OR TECHNICAL FEASIBILITY, OPERATIONAL CAPABILITY, OR RELIABILITY OF THE EV-RELATED PROJECT ELEMENTS, NOR SHALL OWNER, IN ANY WAY, MAKE SUCH A REPRESENTATION TO A THIRD PARTY. OWNER IS SOLELY RESPONSIBLE FOR THE DESIGN, INSTALLATION, ECONOMIC AND TECHNICAL FEASIBILITY, CONSTRUCTION, OPERATIONAL CAPABILITY AND RELIABILITY OF THE PROJECT. SFPUC MAKES NO REPRESENTATIONS OR WARRANTIES REGARDING THE PROJECT, THE EV CHARGE SF PROGRAM, OR THE INCENTIVES, WHETHER STATUTORY, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE, USE OR APPLICATION AND SPECIFICALLY DISCLAIMS ANY SUCH WARRANTY, EXPRESS OR IMPLIED.**
6. I agree to indemnify, defend, and hold harmless the City, its officials, managers, agents, and employees from and against all claims, losses, damages, costs, expenses, and liability arising from (i) injury to or death of any person, (ii) injury to property or any other interests of the City, Owner, or any third party, (iii) violation of any law or regulation, or (iv) EVSE use shortfall, arising from or in any way connected to participation in this program, however caused and regardless of any strict liability or negligence of City.
7. I also understand that the program incentives are available only if I complete an Owner Application and Incentive Agreement, eligibility is established by the SFPUC, the incentivized project elements are installed and verified, and the completed project complies with all EV Charge SF program rules and requirements.

Check this box for non-Hetch Hetchy Power customers] By checking this box I state my intention and authority for this site to be served by CleanPowerSF upon transition from temporary construction power.

By checking this box I attest that I have the authority or permission to enter into this agreement.

Owner Signature

Owner Title

Date

SFPUC USE ONLY

Enrollment Form Received Date:

Assigned Project No.:

Electric Account No.:

Program Eligibility Verified by (name) / date:

Enrollment Approved by (name) / date:

EV Charge SF Owner Application & Incentive Agreement

Only projects already enrolled in EV Charge SF may submit an Application and Incentive form. Contact SFPUC staff for assistance compiling the application package at [415-554-0773](tel:415-554-0773) or at PowerPrograms@sfgwater.org

Owner Information

Please Check Your Current Or Planned Energy Service Provider: CleanPowerSF Hetch Hetchy Power

Customer of Record: Account # Check if Account # is Pending

Customer Contact Person Contact Title Phone

Customer Mailing Address City/ State Zip code E-Mail

Authorized Agent (If other than Contact) Name/ Title City/ State Zip code E-Mail

By checking this box, I attest that I have the authority to enter into this agreement and authority or permission to make the building improvements listed in this incentive application.

Project Information (See Enrollment Form for Details)

Project Name	Street Address	City	Zip Code
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Incentive Information Please consult with an SFPUC program representative for assistance with estimating your incentive.

Owner Incentive Inputs	SFPUC USE ONLY	Assigned Project#
Enter World appl	See Page 2	
EVS		
Veh.		
All O		
Add		
EV II		
EV C		
EV C		
See equi		
Plea		

construction completion, contact SFPUC at PowerPrograms@sfgwater.org and submit documents for project verification.

Tax Exempt? No Yes Reason:

Name/ Title* Company Name* Phone Number

Address City/State/Zip E-Mail

** For Payees submitting an IRS W-9 form, Incentive Payment will be made to the entity and the address listed on the form.*

Owner Incentive Agreement Terms and Conditions

1. The City and County of San Francisco, acting by and through its Public Utilities Commission (“City”), and the Owner (as specified herein) enter into this Agreement for participation in the EV Charge SF program for projects pursuant to these Terms and Conditions and the EV Charge SF Program Handbook, which is hereby incorporated by reference. All capitalized terms shall have the meaning set forth in the EV Charge SF Handbook.
2. The Owner of the project submits this Owner Application & Incentive Agreement to the City and agrees to implement the project described in the Incentive Information portion of the Owner Application. Owner acknowledges that its participation in the EV Charge SF program is voluntary, and it is under no obligation to accept technical assistance or implement any recommendations, comments, or measures stemming from the technical assistance process. Owner further acknowledges that any changes made to the design or construction of the project is based on Owner’s independent review, analysis and decision-making and not in reliance on the recommendations of the City.
3. Funding for this program is limited and subject to the budgeting and fiscal provisions of the City’s Charter. The City reserves the right to modify or discontinue this EV Charge SF program and/or this Agreement without prior notice and at its sole discretion.
4. Funding is available on a first-come-first served basis for qualified applicants and is subject to the availability of funds. Incentives will be reserved after the City approves and executes this Owner incentive agreement. Payment of EV Charge SF incentives will be made after all program requirements are met and upon verification of installation by the City. The City reserves the right to modify or cancel the EV Charge SF Incentive Payment if the actual construction of the project differs in any material respect from the project defined in the application, the project fails the City inspection and verification, or the project fails to comply with any other program requirement.
5. These Terms and Conditions apply from the Reservation Date until the date on which the City issues an Owner’s Incentive Payment to the Owner.
6. Owner agrees to:
 - A. At Owner’s expense, obtain and maintain all licenses and permits needed to perform the EV charging-related work on the project and for operation of the project at the project site.
 - B. Execute this agreement with the City prior to purchasing EV Supply Equipment (EVSE), and specify and install EV-related equipment per the Handbook’s requirements.
 - C. Cooperate in good faith with any evaluation or verification activities required by the City. For Newly Constructed Buildings and existing commercial garages/lots, Owner agrees to pre-inspection of intended equipment locations by SFPUC or its representatives. Post-construction, Owner shall provide City and its representatives and agents, reasonable access to Owner’s project site, electrical usage,

and readings from electrical panels and circuits to verify installation and operation. If project construction has already begun, Owner agrees to pre-inspection. Owner understands that such verification is not an electrical safety or building permit inspection.

D. Provide the City with all documentation reasonably necessary for verification of installation and performance of the project, including but not limited to, manufacturer's specification sheets and vendor and construction invoices.

E. Make reasonable efforts to affix SFPUC co-branding signage for EVSE installations if SFPUC provides this branding material.

F. Provide the City the right to claim and report benefits, credits, allowances, or any other right resulting from the environmental gains associated with the project for the purpose of compliance with any local, state, federal, or international program governing environmental attributes, for a period of not less than five years. Note: This agreement does not require Owner to pledge to the City any Low Carbon Fuel Standard credits earned for incentivized EV service equipment.

7. The City will determine the EV Charge SF incentive amount.
8. Utility will report the incentive as income to Owner on IRS Form 1099 unless Owner has indicated that it qualifies for an exempt tax status as indicated on the Application.
9. Owner shall indemnify, protect, and hold harmless City, the SFPUC and its officers, employees, and agents from and against any and all claims, demands, losses, damages, costs, expenses, and liability (legal, contractual, or otherwise) arising from or in any way connected with any: (i) injury to or death of a person, including employees of City or Owner; (ii) loss of or damage to property; (iii) violation of local, state, or federal common law, statute or regulation; (iv) strict liability imposed by any law or regulation; (v) infringement of patent rights, copyright, trade secret or any other proprietary right or trademark, and all other intellectual property claims; so long as such injury, violation, loss, or strict liability (as set forth in subsections (i) – (v) above) arises directly or indirectly from Owner's performance of this Agreement, regardless of the negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on City. Owner shall, at the City's request, provide a defense against any claim covered by this indemnity.
10. The City's obligations under these Terms and Conditions shall be limited to the EV Charge SF Incentive Payment. In no event shall the City be responsible for any payment of any other claims, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages in connection with this Agreement.
11. **CITY MAKES NO REPRESENTATION OR WARRANTY, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTIES RELATED TO THE TECHNICAL ASSISTANCE, OR CONSTRUCTION, EQUIPMENT, OR INSTALLATIONS REFERRED TO HEREIN OR THE BENEFITS TO BE DERIVED FROM THE TECHNICAL ASSISTANCE, OR INSTALLATION, OPERATION, AND USE OF SUCH EQUIPMENT OR ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE OR APPLICATION AND SPECIFICALLY DISCLAIMS ANY SUCH WARRANTY, EXPRESS OR IMPLIED. SFPUC'S AND/OR ITS CONSULTANTS' REVIEW OF THE DESIGN, CONSTRUCTION, OR OPERATION OF THE PROJECT SHALL NOT CONSTITUTE ANY REPRESENTATION AS TO THE ECONOMIC OR TECHNICAL FEASIBILITY, OPERATIONAL CAPABILITY, OR RELIABILITY OF THE PROJECT OR EV-CHARGING-RELATED EQUIPMENT, NOR SHALL OWNER, IN ANY WAY, MAKE SUCH A REPRESENTATION TO A THIRD PARTY. OWNER IS SOLELY RESPONSIBLE FOR THE DESIGN, INSTALLATION, ECONOMIC AND TECHNICAL FEASIBILITY, CONSTRUCTION, OPERATIONAL CAPABILITY AND RELIABILITY OF THE PROJECT AND EV-CHARGING-RELATED EQUIPMENT.**

By signing below, I confirm I have read and agree to the EV Charge SF Handbook and all Terms and Conditions including the OWNER INCENTIVE AGREEMENT TERMS AND CONDITIONS attached hereto. I further certify that all information provided is true and correct and acknowledge that information found to be false or misleading is grounds to void the Owner Incentive Agreement and reject or cancel the incentive reservation.

Customer Signature

Print Name & Title

Date

Company Name

Authorized Customer Agent (if different than Customer) Signature

Print Name & Title

Date

Company Name

SFPUC USE ONLY

Application & Agreement Received Date:

Assigned Project No.:

Electric Account No.:

Eligibility & Technical Compliance Verified by (name) / date:

Application Approved by (name) / date: