



San Francisco  
**Water Power Sewer**  
Services of the San Francisco Public Utilities Commission

Ver. January 2, 2023

# EV CHARGE SF Enrollment Form

For CleanPowerSF and Hetch Hetchy Power Customers



# How To Apply

The EV Charge SF Program offers financial incentives and technical assistance to commercial and residential new construction projects, including affordable housing, for electric vehicle (EV) charging stations and related electrical infrastructure. EV Charge SF is also available to newly constructed buildings with permits issued after January 1, 2018. The program is operated by the San Francisco Public Utilities Commission (SFPUC) and is available to CleanPowerSF and Hetch Hetchy Power customers served under most commercial and residential electric rates.

## Step 1: Contact SFPUC

Contact the SFPUC to learn more about the program and to confirm that your new construction project is eligible for incentives. Reach us at [PowerPrograms@sfgwater.org](mailto:PowerPrograms@sfgwater.org) or call an SFPUC program representative at (415) 554-0773; download program documents at SFPUC's website at [sfpuc.org/EVChargeSF](http://sfpuc.org/EVChargeSF).

## Step 2: Sign Enrollment Agreement and Meet our Program Experts

Owners and key project team members meet with the program representative to discuss the project scope, the current phase of design, the project's initial approach to EV charging, and program offerings that may be useful to the project. After completing the Enrollment Agreement your project may receive optional, no-cost design assistance from the program's EV charging experts. Note: Buildings constructed after January 2018 are eligible for design assistance if installing EV chargers at more than 10% of vehicle stalls. Newly constructed buildings applying for incentives may also be eligible for design assistance. Scan the signed Enrollment Agreement and e-mail to: [PowerPrograms@sfgwater.org](mailto:PowerPrograms@sfgwater.org).

## Step 3: Your EV Charging Plan (With Optional Technical Assistance)

The program helps your construction team future-proof your project by considering EV charging options for the site, including equipment ownership, utility costs, and maintenance of systems and software. The program's EV-charging experts and program resources provide guidance to help the project team develop a streamlined "EV Action Plan" to meet EV charging needs in the near- and long-term. While SFPUC recommends an EV Action Plan for all projects, the program requires an approved plan for some incentive applications. (See Program Handbook for details.)

## Step 4: Submit Owner Application & Incentive Agreement

After you have selected incentives for your site's EV Service Equipment (EVSE) and EV-related electrical infrastructure, complete, sign, and return the Owner Application and Incentive Agreement along with supporting documents.

When the application package is approved, SFPUC will provide a 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 5: 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.

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



# 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 or otherwise exceeding the minimum requirements of San Francisco’s Green Building Code, Sec. 4.106 & 5.106). 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, 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 Design Assistance offered under this Program, or to modify the design or construction of my building based on program-offered design 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@sfgov.org](mailto:PowerPrograms@sfgov.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.

## New Construction 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	Quantity	SFPUC USE ONLY		Assigned Project# _____	
		SFPUC Reservation		Post-Construction SFPUC-Verified	
Enter quantities from Program Workbook/ EV Action plan that apply		Market rate / Affordable Hsg Incentive Rates	Incentive Reservation Amount	Quantity	Incentive Amount
<b>EVSE</b>					
Veh. Stall has L2 Circuit	# _____ X	@\$1000/\$2000/\$2400	= \$ _____	# _____	\$ _____
All Other Stalls	# _____ X	@\$3000/\$3600	= \$ _____	# _____	\$ _____
Added Charger Ports	# _____ X	@\$500/\$600	= \$ _____	# _____	\$ _____
<b>EV INFRASTRUCTURE</b>					
EV Charging Outlets	# _____ X	@\$1000/\$1200	= \$ _____	# _____	\$ _____
EV Conduit (Stalls)	# _____ X	@\$250/\$300	= \$ _____	# _____	\$ _____
			Incentive Reserved \$ _____		
See Program Handbook for definitions of incentivized equipment.		Date Received: _____ Reviewed by: _____ Approved by: _____ Date: _____		Date Verified: _____ Verified by: _____ Approved by: _____ Date: _____	
Please attach documentation per Program Handbook. SFPUC will review application and send a Notice of Reservation. Upon construction completion, contact SFPUC at <a href="mailto:PowerPrograms@sfgov.org">PowerPrograms@sfgov.org</a> 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 new building 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 Design Assistance or implement any recommendations, comments, or measures stemming from the Design 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 Service 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, 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 DESIGN ASSISTANCE, OR CONSTRUCTION, EQUIPMENT, OR INSTALLATIONS REFERRED TO HEREIN OR THE BENEFITS TO BE DERIVED FROM THE DESIGN 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:



# Owner Application Package Checklist

Scan and email, or upload the following required documents to the secure file transfer folder provided for your project:

- Owner Application & Incentive Agreement form, signed and scanned
- (Recommended) IRS W-9 form for Incentive Payee

If applying for Electric Vehicle Supply Equipment (EVSE) incentives for more than 10% of vehicle stalls, or for Level 1 EV Charging Outlets for more than 50% of vehicle stalls, or for Level 2 EV Ready Infrastructure, include the following:

EV Action Plan Details/ Attachments

- EV Action Plan Workbook
- Project parking map
- Electrical wiring diagram (“single line diagram”)
- Other attachments as listed in the EV Action Plan Template

For Newly Constructed Buildings only: Digital photographs of planned equipment locations

## Owner Post-Construction Checklist

Upload the following required documents to the secure file transfer folder provided for your project:

- Statement of any changed incentive requests from original application
- IRS W-9 form for Incentive Payee (if not already provided)
- EVSE Purchase invoice (marked as paid)
- EVSE network agreement
- EVSE operation and maintenance contract/agreement with vendor
- EVSE Photographs of the following:

- Two or more photos of installed and operational EV charging stations, clearly displaying the cobranding label provided by SFPUC (if provided by SFPUC)
- Serial numbers of equipment installed
- Electrical service panels

Documents as needed for SFPUC’s on-site verification of EV Infrastructure. Documents must facilitate verification that the installed electrical infrastructure meets the plan documented in this application, including photographs of project site.

A Cover Note listing either:

- PG&E account number enrolled in CleanPowerSF **OR**
- Hetch Hetchy Power account number

If requested by the program, please provide for your project:

- Purchase invoice (marked as paid) for electrical infrastructure upgrade (if applicable)  
The invoice must explicitly list the cost for panel upgrade separate from hardware installed, e.g., receptacle, wiring, conduit, etc.
- Invoice for design and engineering costs
- Copy of permits from local permitting agency, and (if applicable) utility permits/service orders
- Copy of electrical inspection reports including inspector sign-off
- Other specified documentation as per discretion of SFPUC

An SFPUC program representative will contact you to schedule a site visit. The EV Charge SF incentive will be paid based on an evaluation of the final building conditions. If the final installed equipment is less than the original reservation amount, a lower incentive may be paid.

## Questions?

Contact [PowerPrograms@swater.org](mailto:PowerPrograms@swater.org) or call **415-554-0773**.