# Incentive Application Process

## Commercial EV Program

### Step 1: Reservation of Incentive

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

**Participant requirements:**
- Completed Reservation of Incentive (project site, participants, and equipment detail section)
- Signed and dated terms and conditions
- Single Line Diagram (SLD) (must meet SMUD’s Electrical Service Requirements T017 and T004)
- Plan set for project
- Vehicle purchase order, executed by all parties
- Executed EVSE contract (if local government or municipal, proof of issued RFP)
- Copy of the building permit application
- Rule 16 application, if applicable

**SMUD responsibilities:**
- SMUD will schedule a site inspection before work begins (if applicable)
- Once all documentation, including the SLD is approved, SMUD will return the countersigned Reservation of Incentive which serves as an approval of an incentive commitment for your records
- SMUD will schedule a check-in call with project team to review project prior to completion

*Incentives are first-come, first-served. The Reservation of Incentive is not guaranteed and incentives are not reserved for your project until SMUD provides a counter signed Reservation of Incentive.*

### Step 2: Incentive Payment Request

To request payment, you will be required to submit the following:

**Participant requirements:**
- Completed Incentive Payment Request
- Copy of building department or Authority Having Jurisdiction final permit sign off. (PE stamp required for self certifying agencies)
- If necessary, Rule 16 process completed
- Copy of project contract(s) for all equipment and vehicles (must include make, model, cost, VIN or EVSE serial number, and GPS Coordinates)
- Updated drawing set, if applicable
- Updated participants list, if applicable

**SMUD responsibilities:**
- SMUD will request an EV data meter to be set by SMUD meter technicians
- SMUD will record EVSE unit’s data into the California Air Resources Board (CARB) database for LCFS registration

*Prior to payment, SMUD will inspect the project, install EV data meter and confirm LCFS registration process complete. SMUD reserves the right to adjust incentive if necessary.*

If you have any questions, contact the Commercial EV Programs Team at CommercialEV@smud.org or 916-732-5095. The program procedures manual can be downloaded at smud.org/DriveElectricBusiness