

Zero Emission School Bus & Infrastructure Incentives

Implementation Manual for Zero-Emission School Bus and Infrastructure (ZESBI)
Project Administered by the California Energy Commission



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1 List of Acronyms

Acronym	Description
AB	Assembly Bill
ADA	Americans with Disabilities Act
AHJ	Authority Having Jurisdiction
BESS	Battery Energy Storage Systems
CalEPA	California Environmental Protection Agency
CALPADS	California Longitudinal Pupil Attendance Data System
CARB	California Air Resources Board
CCR	California Code of Regulations
CEC	California Energy Commission
CEQA	California Environmental Quality Act
CES 4.0	CalEnviroScreen 4.0
COE	County Offices of Education
CSLB	Contractors State License Board
DER	Distributed Energy Resources
DIR	Department of Industrial Relations
DAC	Disadvantaged Community
DCFC	Direct Current Fast Charger
ZESBI	Zero Emission School Bus and Infrastructure
EV	Electric Vehicle
EVITP	Electric Vehicle Infrastructure Training Program
EVSE	Electric Vehicle Supply Equipment
EVSP	Electric Vehicle Service Provider
FCEV	Fuel Cell Electric Vehicle
GVWR	Gross Vehicle Weight Rating
IM	Implementation Manual
IOU	Investor-Owned Utility
IR	Incentive Recipient
ISO	International Organization for Standardization
JPA	Joint Power Authority
kW	Kilowatts
kWh	Kilowatt-hour
lbs.	Pounds
LEA	Local Educational Agency
LIC	Low-Income Community
LOI	Letter of Intent
MDHD	Medium-Duty and Heavy-Duty
NCES	National Center for Education Statistics
NFPA	National Fire Protection Association
NIST	National Institute of Standards and Technology
NRTL	Nationally Recognized Testing Laboratory

Acronym	Description
NRTL	Nationally Recognized Testing Laboratory
OCPP	Open Charge Point Protocol
OSHA	Occupational Safety and Health Administration
PO	Purchase Order
PUC	Public Utilities Codes
PV	Photovoltaic
SAE	Society of Automotive Engineers
SB	Senate Bill
STP	School Transportation Program
TIN	Tax Identification Number
TLS	Transport Layer Security
UL	Underwriters Laboratories
UPC	Unduplicated Pupil Count
V2G	Vehicle to Grid
ZE	Zero-Emission
ZEV	Zero-Emission Vehicle

2 Key Terms

Adjusted Project Cost

Total project costs adjusted for eligible project expenses and maximum award amount. For example, total project costs minus any non-ZESBI reimbursable expenses.

Applicant

An eligible Local Educational Agency (LEA) who has applied for but has not been awarded a ZESBI grant. The Applicant is the organization who completes and submits all necessary ZESBI application forms and is responsible for coordinating all subsequent documentation described in the Implementation Manual for their infrastructure project. An LEA may receive assistance in applying, however, the LEA must be the Applicant. See further Applicant eligibility criteria in [Section 4 Applicant Eligibility and Prioritization](#).

Applicant Boundaries

Is the LEA's district address registered in the California Department of Education¹.

Applicant Team

Composed of the Applicant and the principal parties involved in the project. Members of the Applicant's team must be performing a critical role toward the implementation of the project. This may include an Installation Partner, vehicle operator, and/or site owner/lessee.

The Applicant, which can only be an LEA, is considered the prime and primary point of contact for all incentive and project-related communications and must notify California Energy Commission (CEC) or its Implementer if the point of contact for the application will need to change at any point.

Battery Energy Storage System

A type of energy storage solution that can provide backup power for ZEV infrastructure.

California Environmental Quality Act (CEQA)

Meant to avoid and reduce environmental damage and aid in transparency in public-private decision making, CEQA requires public agencies to "look before they leap" and consider the environmental consequences of their actions. CEQA is intended to inform government decision makers and the public about the potential environmental effects of proposed projects and to

¹ California Department of Education School Directory: [California School Directory \(CA Dept of Education\)](#)

prevent avoidable environmental damage. If you are just beginning to learn about CEQA, visit the Governor's Office of Planning and Research's [Getting Started page](#). Users can also see a comprehensive overview of CEQA [here](#).

Disadvantaged Communities (DACs)

DAC or low-income status will apply to Applicants if any overlap occurs between California Climate Investment Priority Populations map² and the Applicant Boundaries. See Applicant Prioritization for more information on how this status benefits application review.

California Environmental Protection Agency (CalEPA) formally designates four categories of geographic areas as DACs:

- 1) Those communities in the 75th to 100th percentile (top 25 percent) of CalEnviroScreen 4.0³ (CES 4.0) scores;
- 2) Census tracts lacking overall scores in CES 4.0 due to data gaps, but receiving the highest 5 percent of CES 4.0 cumulative pollution burden scores;
- 3) Census tracts identified in the 2017 DAC designation, regardless of their scores in CES 4.0; and
- 4) Lands under the control of federally recognized Tribes. For purposes of this designation, a Tribe may establish that a particular area of land is under its control even if not represented as such on CalEPA's DAC map and therefore should be considered a DAC by requesting a consultation with the CalEPA Deputy Secretary for Environmental Justice, Tribal Affairs and Border Relations at TribalAffairs@calepa.ca.gov.

Distributed Energy Resources

Zero-emission distributed energy resources, including but not limited to photovoltaic (PV) and battery energy storage systems (BESS), that provide independent or supplemental power to an EV charger.

Domiciled (verb)

² California Climate Investments Priority Populations Map: [Priority Populations 2023 \(ca.gov\)](#)

³ See more information about CalEnviroScreen 4.0 here: [CalEnviroScreen 4.0 | OEHHA](#)

To reside or be based in a particular location.

Effective Date

The Effective Date serves as the start date of the incentive agreement between the Implementer and the Incentive Recipient, and occurs when the ZESBI Grant Agreement is executed (signed by the Applicant and countersigned by the Implementer).

Eligible Equipment

Equipment that falls under the following definitions:

- 1) Equipment used from the customer side make-ready or utility-funded programs to the plug of a vehicle.
- 2) Equipment whose installation directly or indirectly provides the means for recharging of a medium- or heavy- duty zero-emission school bus with a gross vehicle weight rating (GVWR) of 10,001 pounds (lbs.) or greater.

An Applicant may not receive double incentives for any single piece of equipment. ZESBI staff will validate this requirement through information provided in the application portal. See [Section 6.1 Infrastructure Cost Eligibility](#) for specific eligibility requirements.

Implementer

For the purposes of ZESBI means the entity selected by California Energy Commission (CEC) via competitive solicitation to implement the ZESBI Project.

- **Note:** When reviewing CARB's ZESBI Implementation Manual and CEC's ZESBI Implementation Manual, the terms 'Implementer' and 'Administrator' may be used interchangeably.

Incentive Recipient

An eligible Applicant who has been selected for a ZESBI award and has executed a ZESBI Grant Agreement, to whom incentives shall be dispersed. By default, the Applicant becomes an Incentive Recipient and remains the primary point of contact for the ZESBI incentive project.

- **Note:** When reviewing CARB's ZESBI Implementation Manual and CEC's ZESBI Implementation Manual, the terms 'Incentive Recipient' and 'Grantee' may be used

interchangeably.

Incurred Cost

An incurred cost is an expense for which the Incentive Recipient has become liable (legally obligated) to pay.

Installation Partners

An individual, organization, or company who installs, commissions, or otherwise aids in the completion of a ZEV infrastructure site. Installation Partners may NOT apply on behalf of the Applicant. Installation Partners must be vetted by ZESBI staff and complete the ZESBI Installation Partner application which may be found on the ZESBI website: <https://californiahvip.org/zesbi/>. Installation Partners are required to carry a valid Contractors State License Board (CSLB) number.

Local Educational Agency (LEA)

An LEA, eligible Applicant, is defined as any one of the following:

- 1) A county office of education (COE) that contracts with a private contractor for the maintenance and operation of its school buses.
- 2) A school district, COE, or charter school, with ownership of title for a school bus or school buses.
 - a. Excluding a charter school classified as a non-classroom-based charter school as the 2021-22 fiscal year second principal apportionment certification pursuant to Section 47612.5 of the Education Code.
- 3) A school district or charter school, that contracts with a COE or private contractor for the maintenance and operation of its school buses.
 - a. Excluding a charter school classified as a non-classroom-based school as of the 2021-22 fiscal year second principal apportionment certification pursuant to Section 47612.5 of the Education Code.
- 4) A joint powers authority (JPA) currently operating home-to-school transportation programs on behalf of school districts, COE, or charter schools.
 - a. Excluding charter schools classified as a non-classroom-based charter school as of the 2021-22 fiscal year second principal apportionment certification pursuant to

Section 47612.5 of the Education Code.

Low-Income Community (LIC)

Low-income or DAC status will apply to Applicants if any overlap occurs between California Climate Investment Priority Populations map⁴ and the Applicant Boundaries. LIC are residents of census tracts identified as low-income per Assembly Bill (AB) 1550, or a low-income household per AB 1550. See [Section 4.2 Applicant Prioritization](#) for more information on how this status benefits application review.

Photovoltaics (PV)

Is a method for generating electric power by using solar cells to convert energy from the sun into a flow of electrons by the photovoltaic effect.

Priority Communities

Collectively refers to LEAs that are defined as a small school district, or rural school district, or LEAs serving a high percentage of unduplicated pupils, at 80 percent or greater. See [Section 4.2 Applicant Prioritization](#) for more information on how these prioritization factors benefit application review.

Project

A new or planned expansion of zero-emission vehicle infrastructure at a location with an identifiable address where vehicles will be charging with electricity. If there is a need to install infrastructure at different locations within the same address, such as different ends of a fleet yard, this change is still considered one project and maintains all the rights and limitations applicable as defined within this implementation manual

Rural School District

A school district with a school locale code of 31, 32, 33, 41, 42, or 43, as classified by the National Center for Education Statistics (NCES).⁵ Should data from NCES be missing, or incomplete, eligible Applicants may have the ability to self-certify the missing or incomplete data and should reach out to CEC or its Implementer to confirm they are eligible for self-certification. See [Section 4.2](#)

⁴ California Climate Investment Priority Populations map: [Priority Populations 2023 \(ca.gov\)](#)

⁵ National Center for Education Statistics 2005-06 PDF: [Common Core of Data \(CCD\) - Local Education Agency \(School District\) Locale Code Files](#)

[Applicant Prioritization](#) for more information on how this benefits application review.

School Transportation Program Funding

An eligible cost used to supplement expenses from an Incentive Recipient's transportation department. An Incentive Recipient can spend at most 10 percent of its grant award on its school transportation program. The 10 percent must supplement, not supplant, the existing services and funds provided by grantees to support transportation programs. See [Section 6.2 School Transportation Program Funding Cost Eligibility](#) for more details about eligible costs covered under the School Transportation Program funding.

Small School District

A school district with fewer than 2,501 units of average daily attendance using the most recently reported annual data in the California Longitudinal Pupil Attendance Data System (CALPADS). Should data from CALPADS be missing, or incomplete, eligible Applicants may have the ability to self-certify the missing or incomplete data and should reach out to CEC or its Implementer to confirm they are eligible for self-certification. See [Section 4.2 Applicant Prioritization](#) for more information on how this benefits application review.

Total Infrastructure Award/Project Cost

Includes all costs associated with building an infrastructure project including but not limited to conduit, wiring, cement, electric vehicle supply equipment (EVSE), network equipment and installation costs.

Unduplicated Pupil Count (UPC)

Unduplicated pupils are students who (1) are English learners, (2) meet income or categorical eligibility requirements for free or reduced-price meals under the National School Lunch Program, or (3) are foster youth. "Unduplicated count" means that each pupil is counted only once even if the pupil meets more than one of these criteria as defined in Section 42238.02 of the Education Code.⁶

Should data from CALPADS be missing, or incomplete, eligible Applicants may have the ability to

⁶ California Education Code Section 42238.02 [California Education Code Section 42238.02 - California Attorney Resources - California Laws \(onecle.com\)](#)

self-certify the missing or incomplete data and should reach out to CEC or its Implementer to confirm they are eligible for self-certification.

Vehicle to Grid (V2G)

A charging technology that allows energy in an electric vehicle (EV) battery to be pushed back into the electrical grid. V2G is also commonly referred to as bidirectional charging because of the two-way flow of electrical energy.

3 Introduction and Overview

The Zero-Emission School Bus and Infrastructure (ZESBI) incentive project pairs zero-emission (ZE) school bus vehicle incentives through the California Air Resources Board (CARB), with charging infrastructure incentives through the California Energy Commission (CEC). A total of \$500 million is appropriated from Senate Bill (SB) 114 (Committee on Budget and Fiscal Review, Chapter 48, Statutes of 2023) for ZESBI.

In Fiscal Year (FY) 2023-24, \$375 million is allocated to support purchases of qualifying ZE school buses to Local Educational Agencies (LEA), and \$125 million is allocated to support LEAs for charging or fueling infrastructure and associated cost incentives. CARB and CEC offer a single application to cover vehicle purchases, infrastructure investments, and other associated funding requests from California LEAs serving students within the K-12th grade levels. Applicants must apply to replace a school bus with a model year of 2010 or older and a Gross Vehicle Weight Rating (GVWR) of 10,001 lbs. or greater and provide required supporting documentation, which can be found in CARB's ZESBI Implementation Manual⁷. Applicants may not receive incentives to cover new zero-emission vehicle (ZEV) purchases and associated infrastructure costs if Applicants do not fulfill eligibility criteria and policies outlined in CARB's ZESBI Implementation Manual and CEC's ZESBI Implementation Manual.

The policies and requirements for ZE school bus incentives are outlined in CARB's ZESBI Implementation Manual and may be found on the ZESBI website or linked here: [Final-FY23-24-ZESBI-Implementation-Manual.pdf \(californiahvip.org\)](#).

4 Applicant Eligibility and Prioritization

⁷ CARB's ZESBI Implementation Manual: [Final-FY23-24-ZESBI-Implementation-Manual.pdf \(californiahvip.org\)](#)

4.1 Eligibility

If all of the following criteria apply to the LEA, they are eligible to participate in the ZESBI infrastructure incentive project:

- 1) The LEA serves students within the K-12th grade levels and is classified as a:
 - a. California Public School District,
 - b. California Public Charter School*,
 - c. California Joint Power Authorities (JPA), or
 - d. California County Office of Education (COE).
- 2) Has submitted a ZE school bus incentive request in Application Part A through the ZESBI portal⁸, and has completed all required information and uploaded all supporting documentation in the portal concerning the proposed scrappage vehicles.

*Charter schools classified as a non-classroom-based charter school as of the 2021-22 fiscal year second principal apportionment certification pursuant to Section 47612.5 of the Education Code are not eligible entities. Private schools are also not eligible entities.

For more information regarding Applicant eligibility, please visit CARB's ZESBI Implementation Manual⁹ in section "2.1 Eligible Applicants" or visit the ZESBI website for more information.¹⁰

4.2 Applicant Prioritization

Per SB 114, priority shall be given to an LEA serving a high percentage of unduplicated pupil count (UPC), small school districts, and rural school districts. In addition, ZESBI prioritizes LEAs serving low-income communities (LIC) and disadvantaged communities (DAC).

Applicant Prioritization Tier Structure

Applicants will be prioritized according to the following and as shown in the table below.

Applicants within each tier (Tiers 1-3) will be ranked based on the timestamp of their complete

⁸ ZESBI application portal: [Login \(californiazesbi.org\)](https://californiazesbi.org)

⁹ CARB's ZESBI Implementation Manual: [Final-FY23-24-ZESBI-Implementation-Manual.pdf \(californiahvip.org\)](https://californiahvip.org/Final-FY23-24-ZESBI-Implementation-Manual.pdf)

¹⁰ ZESBI website: [ZESBI - Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project | California HVIP](https://www.zesbi.org/)

Application Part A submission. An LEA may find their name listed in this Local Educational Agency Prioritization List and identify their designated Tier: [Local-Educational-Agency-Prioritization-List-5.10.2024.pdf \(californiahvip.org\)](https://californiahvip.org/files/2024/05/Local-Educational-Agency-Prioritization-List-5.10.2024.pdf). Please reach out to schoolbusteam@calstart.org if your LEA is not listed.

Tier 1 - Applicants defined as a small school district, or rural school district, or Applicants serving a high percentage of unduplicated pupils.

- **Note:** Applicants serving a high percentage of unduplicated pupils are defined as LEAs whose count of unduplicated pupils is 80 percent or greater of the total district enrollment as reported in CALPADS 2022-23 Fall Submission 1.

Tier 2 - Applicants that serve DACs and/or LICs. DAC and LIC designations will apply to Applicants if any overlap occurs between the California Climate Investments Priority Populations Map and the Applicant Boundaries. See California Climate Investments Priority Populations map here: [California Climate Investments Priority Populations 2024](https://californiahvip.org/files/2024/05/California-Climate-Investments-Priority-Populations-2024.pdf).

Tier 3 - All remaining eligible Applicants located in the State of California.

Table 1: Applicant Prioritization Tier Structure

Priority Tier	Defined as...
Tier 1	<ul style="list-style-type: none"> • A small school district, • A rural school district, or • A LEA serving a high percentage of unduplicated pupils
Tier 2	<ul style="list-style-type: none"> • An Applicant that serves DACs, and/or • An Applicant that serves LIC
Tier 3	<ul style="list-style-type: none"> • All remaining eligible Applicants located in the State of California.

For more information regarding Applicant eligibility and Applicant prioritization, please visit CARB’s ZESBI Implementation Manual¹¹ in 2.1 Eligible Applicants, or visit the ZESBI website for

¹¹ CARB’s ZESBI Implementation Manual: [Final-FY23-24-ZESBI-Implementation-Manual.pdf \(californiahvip.org\)](https://californiahvip.org/files/2024/05/Final-FY23-24-ZESBI-Implementation-Manual.pdf)

more information.¹²

4.3 Determining Incentive Recipients

Applicants will be receiving a notice of reserved funding based on the tier structure described in Applicant Prioritization and the timestamp of Application Part A. After the close of the initial application window (Application Part A), if the number of applications does not exceed the amount of available funding, all eligible applications received within the initial application period will also obtain a notice of reserved funding. If ZESBI is oversubscribed, eligible applications will be awarded based on their Applicant Prioritization and the timestamp of Application Part A. If funding is still available at the end of the application window, LEAs will be notified of an extended application period.

***CALSTART and CEC reserve the right to broaden or modify application requirements to ensure all funds are disbursed.**

4.4 Waitlist

In case there are opportunities to fund projects in addition to initially awarded Applicants, the ZESBI team will hold completed applications on a waitlist. The waitlist will be organized based on the tier structure described in Applicant Prioritization ([See Section 4.2 Applicant Prioritization](#) for more details). Should funds become available, the highest priority tier Applicants from the waitlist will be selected, based on the timestamp of their completed Application Part A submittal, to receive incentive funding. Applicants who have not submitted all application requirements by 5:00pm Pacific Time on September 30, 2024, will not be included on a waitlist and will be considered disqualified.

5 Award Criteria and Incentive Structure

5.1 Infrastructure Award Criteria

ZESBI infrastructure incentive awards are based on the total number of chargers requested. Charger requests may reflect up to the total number of ZE school buses requested in Application Part A. In other words, the infrastructure award allows for a maximum of one ZESBI funded charger

¹² ZESBI website: [ZESBI - Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project | California HVIP](#)

for each ZESBI funded ZE school bus.

The ZESBI infrastructure award is intended to first cover charger procurement and then installation and other associated infrastructure costs, as described in [Section 6.1 Infrastructure Cost Eligibility](#). If an Applicant opts out of purchasing a charger, then they become ineligible for the infrastructure costs associated with the requested charger.

For example, if an Applicant requests four ZE school buses, they will be eligible for up to four chargers. If the Applicant chooses to request only two chargers, then their infrastructure award will only reflect funding for the infrastructure costs associated with a maximum of two chargers. The Applicant will not be reimbursed for “Installation” or “Other” costs described in [Section 6.1 Infrastructure Cost Eligibility](#) without the purchase of a charger.

5.2 Incentive Structure

The maximum infrastructure award amount an Incentive Recipient is eligible to receive is based upon the number and type of chargers requested and is defined as the cost of the charger plus the cost of construction and installation of the charger. The following table outlines the incentive structure for the ZESBI infrastructure award:

Table 2: Incentive Structure

Charger Type	Maximum Infrastructure Award Amount
Level 2 (L2)	\$20,000
Direct Current Fast Charger (DCFC) or DCFC Bidirectional*	\$75,000
* An Incentive Recipient will be eligible for up to \$95,000 for the first bidirectional DCFC requested. All remaining bidirectional DCFC requested after the first bidirectional DCFC will be eligible for up to \$75,000 each.	

Example One: If an Applicant requests two ZE school buses, one L2 charger (\$20,000), and one DCFC (\$75,000), then they would be eligible for a maximum infrastructure award amount of \$95,000.

Example Two: If an Applicant requests three ZE school buses, and three bidirectional DCFC (\$95,000 + \$75,000 x 2), the Applicant would be eligible for a maximum infrastructure award amount of \$245,000.

Note:

- The ZESBI infrastructure award is intended to first cover charger procurement and then installation and other associated infrastructure costs, as described in Section 6.1 Infrastructure Cost Eligibility.
- Awards may cover up to but no more than 100 percent of per item costs.
- Chargers requested must not exceed the number of school buses requested. Applicants are eligible to receive an award for one charger for every ZE school bus requested in Part A of the ZESBI application.

5.3 Combining Other Funds with ZESBI

ZESBI infrastructure funds may be used in conjunction, or combined, with sources of outside funding such as local or air district funds, grants, utility incentive programs, and/or private investments. LEAs are eligible for incentives for one active project at a time. Active projects are considered anything prior to commissioning of the EVSE. ZESBI funds may not be combined with other active CEC grant funding opportunities or block grant incentive projects. Under no circumstances may total incentive, grant, or Incentive Recipient funds from multiple sources exceed total project costs. Applicants utilizing multiple funding sources must demonstrate a clear separation of funding sources when applying them to ZESBI eligible costs for purposes of accounting, such that the total cost for an item or piece of equipment is fully assigned to ZESBI and/or local match funds, if applicable. An Applicant may not receive multiple cost-share incentives for any single piece of equipment.

6 Eligible Costs

ZESBI provides infrastructure incentives for “Procurement”, “Installation”, and “Other Costs” up to the maximum infrastructure award amount.

6.1 Infrastructure Cost Eligibility

ZESBI infrastructure projects must include deployment of chargers for ZESBI funded ZE school buses and may include funding for electrical panels, conduit, and wiring at the facility level. ZESBI infrastructure projects may also include upgrades to customer-side distribution infrastructure, including meters and transformers, as incentive-eligible equipment to support deployment of medium- and heavy-duty (MDHD) ZEV. All costs must be incurred and invoiced for within the Incentive Recipient’s grant agreement term. Per SB 114, Incentive Recipients shall have three fiscal years after the fiscal year in which the funds are received to expend the funds.

“Procurement” and “Installation” costs, as shown below, must be fully covered before “Other Costs” become eligible. ZESBI does not currently provide incentive awards toward costs outside of those outlined in the following section.

ZESBI infrastructure projects are eligible for the following incurred costs:

6.1.1 Procurement Costs

- 1) EVSE, including L2 and DCFCs.
- 2) One-time network and software costs for at least the term of the agreement or at most six years after commissioning.
- 3) Equipment capable of V2G bidirectional charging (eligible but not required).
- 4) ZE Mobile Chargers
 - a. An Applicant must provide sufficient information as to why a mobile charger is needed (example: utility delay) for this to qualify under the Procurement rather than the Other Costs category.
 - b. A mobile charger cannot replace a permanent charger(s).
 - c. An Applicant must be able to verify that costs for permanent chargers and

- installation will be fully covered before spending funds on a mobile charger.
- d. Non-zero emission generators are not allowed for the purpose of powering mobile chargers procured with ZESBI funds.

5) Sales tax

- a. Related to the purchase of procurement costs up to the maximum grant amount.

6.1.2 Installation Costs

- 1) Project management (see note about soft costs below).
- 2) Site design (see note about soft costs below).
- 3) Site upgrades (transformers, breakers, stub outs, switchgear, meter mains, and circuit breaker panels).
 - a. Utility service upgrades and stub outs are allowable for future EVSEs.
 - b. Utility programs that reimburse service upgrades and integration costs may be utilized for ZESBI projects but are not eligible to be reimbursed with ZESBI funds.
- 4) Technical assistance
 - a. Consulting services including but not limited to:
 - i. Vehicle/charger selection
 - ii. Infrastructure design
 - iii. Electric utility connections
 - iv. Fleet operation and maintenance
 - b. Please note, compliance planning assistance for the Advanced Clean Fleets Regulation¹³ is not an eligible expense under ZESBI.

5) Sales tax

¹³ Advanced Clean Fleets Regulation: [Advanced Clean Fleets | California Air Resources Board](#)

- a. Related to the purchase of installation costs up to the maximum grant amount.

6.1.3 Other Costs

- 1) ZE distributed energy resources, such as battery energy storage systems (BESS) and/or solar photovoltaics (PV)
- 2) Baseline product warranty (included with product) or extended equipment product warranty for up to six years post commissioning.
- 3) ZE mobile chargers.
- 4) Sales tax

- a. Related to the purchase of other costs up to the maximum grant amount.

Incentive awards for eligible "Other Costs" shall only be paid once, after site commissioning, with the final invoices. Monthly service fees are not eligible for incentives through ZESBI.

Note on Soft Costs

Soft costs are defined as costs associated with constructing an infrastructure site that do not go directly toward the purchase of equipment and are eligible for incentive funding through ZESBI. Incentive funding is limited to the following categories:

- 1) Labor costs related to construction paid at applicable prevailing wage rates.
- 2) Labor costs related to project design and project management.
- 3) Architectural, design, or legal fees for infrastructure planning.

"Soft Costs" have different documentation requirements for reimbursement. CEC and its Implementer may, in their sole discretion, require additional documentation to ensure requirements have been met. Additionally, in the event that funding from other sources beyond ZESBI becomes available, CEC or its Implementer may require additional documentation to comply with specific requirements of the new funding source.

Eligible soft costs will be paid on a quarterly cost reimbursement basis for costs deemed necessary and reasonable through supported invoices and relevant supporting documentation. Labor rates must be in compliance with applicable regulation, including but not limited to prevailing wage.

The project caps remain the same. Permitting fees are not eligible soft costs.

Reimbursable soft costs will, at minimum, require the following supporting documentation:

- 1) Incentive Recipient's personnel costs: Each staff position billed will be in accordance with the staff positions listed in the project budget with each employee charged to the project listed individually to include name, title, number of hours worked, and hourly rate. Labor hours billed will be supported by time records, and documentation must be submitted to verify hourly labor rates.
- 2) All other direct costs, to include subcontractor and capital costs, shall be itemized on the invoice and supported by relevant documentation such as a vendor invoice, receipt, or other pertinent third-party provided documentation verifying amounts billed.

6.2 School Transportation Program Funding Cost Eligibility

6.2.1 Eligible School Transportation Program Costs

An Incentive Recipient can spend at most 10 percent of its grant award on its School Transportation Program (STP) but is not required to spend any of its grant award on its STP; STP funding incentive awards may be used to cover extra infrastructure costs instead of eligible STP costs. Grant awards should supplement, not supplant, the existing services and funds provided by Incentive Recipients to support transportation programs. All project costs must be incurred and invoiced for within the Incentive Recipient's grant agreement term. Per SB 114, Incentive Recipients shall have three fiscal years after the fiscal year in which the ZESBI Grant Agreement has been executed to expend the funds.

Below is a list of eligible costs that could be covered by the STP funding. This list is not comprehensive. If an Incentive Recipient would like to cover a cost not listed below, they will need to seek individual approval prior to incurring the cost. Please reach out to

schoolbusteam@calstart.org.

- 1) Fleet Transition Plans
- 2) Infrastructure
 - a. Charger Upgrades/Repairs

- b. Fuel Costs (Electric or Hydrogen Only)
- 3) Transportation Vehicles (Owned & Operated by the Incentive Recipient)
- a. Automotive Parts for ZE School Buses
 - b. Automotive Tires for ZE School Buses
 - c. Charging Management/V2G Management Services
 - d. ZE Maintenance Contracts
 - e. ZE School Bus Repairs (outside warranty)
- 4) Transportation Yards
- a. New Fencing/Refencing
 - b. New Pavement/Repavement
- 5) Transportation Department Buildings
- a. Flood Lights
 - b. Office Equipment (Computers, Printers, Software)
 - c. Security Cameras and Systems
- 6) Transportation Department Electrical System
- a. Electrical System Upgrades to Transportation Yards (transformers, breakers, stub outs)
- 7) Transportation Department ZE Workforce Training
- a. Incentive Stipends for Completion of the [CEC's Electrical School Bus Training Program](#). Maximum amount per person will be determined at a later date.
 - b. Maintenance Equipment Used for Training
 - c. Mileage Reimbursement for In-Person Training
 - d. Technician Staff Training (Beyond Electric School Bus Training Program)
- 8) Transportation Shop Equipment

- a. Auto Repair Machinery for ZE School Buses
- b. Auto Repair Tools for ZE School Buses
- c. EVSE/Diagnostic Equipment
- d. High Voltage Safety Equipment/ Supplies for ZE School Buses

Proof of costs covered by the STP funding will be required, and may include, but will not be limited to, a signed attestation, scope of work, contract, and invoice.

Implementer and the CEC retain the sole discretion to determine the eligibility of costs, with the authority to declare any cost as ineligible at any time pursuant to applicable laws, regulations, and the guidance within this implementation manual. CEC and its Implementer may, in their sole discretion, require additional documentation to ensure requirements have been met. Additionally, in the event that funding from other sources beyond ZESBI becomes available, CEC or its Implementer may require additional documentation to comply with specific requirements of the new funding source.

6.2.3 School Transportation Program Funding Calculation

The ZESBI project requires at least 90 percent of the total ZESBI award (which includes the school bus, infrastructure, and STP funding) to be spent on ZE school bus and infrastructure costs and allows at most 10 percent of the total ZESBI award to be spent on STP costs. Therefore, the maximum STP funding allocated to an Incentive Recipient is calculated by taking 10 percent of the total ZESBI award. Below is an example of how the STP funding is calculated.

Example: An Incentive Recipient is awarded a ZESBI grant for one Type D electric school bus with wheelchair lift and infrastructure costs associated with one DCFC. The Incentive Recipient will be allocated at most \$50,000 towards STP funding costs ($\$500,000 \times .10 = \$50,000$). Note, this \$50,000 may be used to cover extra infrastructure costs instead of eligible STP costs.

Table 3: 90 Percent Calculation

Cost Type	Calculation
Base Grant for (Type D) ZE School Bus	\$360,000
Wheelchair "Plus-up"	+ \$15,000
Maximum Infrastructure Award	+ \$75,000
Combined ZE School Bus and Infrastructure Award	= \$450,000

Table 4: 10 Percent Calculation

Cost Type	Calculation
Combined ZE School Bus and Infrastructure Award	\$450,000
School Transportation Program funding	+ \$50,000
Total ZESBI Award	= \$500,000

7 Infrastructure Requirements

7.1 General Infrastructure Equipment Requirements

Equipment must meet the following minimum criteria:

- 1) ZESBI infrastructure is intended to support ZESBI funded buses.
- 2) Must be new equipment installed for the first time and must be purchased after the agreement execution date. Equipment that is resold, rebuilt, rented or equipment received from warranty insurance claims are not eligible for reimbursement. New parts installed in existing units are not eligible under the infrastructure incentives category, but may be eligible under the school transportation funding category of ZESBI.

charger (if available), and the EV charger output rating (kW). The Applicant shall take reasonable efforts to define the business case for a particular charger and ensure that there is optimal match between fleet needs and charger characteristics, which could include consulting with their utility or electrical professionals.

All ZESBI funded chargers must meet certain safety and technical requirements:

- 1) Must be safety certified by a Nationally Recognized Testing Laboratory (NRTL), recognized by the United States Occupational Safety and Health Administration (OSHA). OSHA's complete list of NRTLs can be found at <https://www.osha.gov/nationally-recognized-testing-laboratory-program>.
- 2) Must include a standard charging connector or interface:
 - a. At least 50 percent of Level 2 chargers shall include, at minimum, a SAE J1772 connector. The remaining 50 percent may include either SAE J1772 or SAE J3400 connectors.
 - b. At least 50 percent of DCFCs shall include, at minimum, a SAE J1772/CCS1 connector. The remaining 50 percent may include either SAE J1772/CCS1 or SAE J3400 connectors.
 - c. Projects may exceed these requirements, for example by using EVSE supporting additional connector types.
- 3) Must be Networked and support the following, at a minimum:
 - a. EVSE shall be capable of connecting to a charging station management system using OCPP. EVSE shall be capable of connecting to and switching between different charging station management systems without the need for additional fees, tools, or site visits. EVSE installed after April 1, 2025, shall be certified by the Open Charge Alliance for OCPP 2.0.1 or later (Core/Subset and Security profiles). These certification requirements apply to the EVSE model and do not restrict the network software used in practice.
 - b. Must be International Organization for Standardization (ISO) 15118 ready. EVSE

with a SAE J1772, CCS1, or SAE J3400/NACS connector shall be ISO 15118 ready as defined in the CEC's [updated ISO 15118 recommendation](#). ISO 15118 ready shall be indicated on the EVSE datasheet. The key requirements listed in the referenced document are all the following:

- i. Powerline communication based digital communication as specified in ISO 15118-3.
 - ii. Secure management and storage of keys and certificates using a hardware security module (HSM), trusted platform module, SoftHSM, or similar technology.
 - iii. Transport Layer Security (TLS) version 1.2. Support for TLS 1.3 is recommended to support cryptographic requirements in ISO 15118-20.
 - iv. Remotely receiving updates to activate or enable ISO 15118 use cases. Support for cryptographic agility is recommended to replace broken ciphers.
 - v. Connecting to a charging station management system, for example using OCPP.
 - vi. Selecting the appropriate communication protocol requested by the EV.
- 4) EV charger pricing must be reasonable and reflect current market rates.
 - 5) EV chargers and parking facilities must include proper regulatory signs.

If a bidirectional DCFC is selected, the EVSE shall:

- 1) Be safety certified to the applicable UL standard for utility interconnection in California.
 - a. As of January 2024, bidirectional DCFC installations subject to a California investor-owned utility's jurisdiction must be certified to UL 1741 Supplement B as a prerequisite for interconnection (bidirectional DCFC participating in the Emergency Load Reduction Program may be eligible for interconnection with only UL 1741 certification).

- i. Applicants and Incentive Recipients must refer to the applicable investor-owned utility's interconnection tariff (Rule 21) for the latest requirements, publicly-owned utilities set their own requirements. This requirement does not apply to solicitations that are funding bidirectional chargers strictly for off-grid backup purposes.
- 2) Additionally, bidirectional EVSE shall be ISO 15118-20 ready as defined below. This is similar to and more stringent than the "standard" ISO 15118 ready definition (used above). An EVSE is considered ISO 15118-20 ready if it is capable of all the following:
 - a. Powerline communication based digital communication as specified in ISO 15118-3.
 - b. Secure management and storage of keys and certificates used with ISO 15118-2 and ISO 15118-20. This may be using a hardware security module (HSM), trusted platform module, SoftHSM, or similar technology.
 - c. Transport Layer Security (TLS) version 1.3.
 - d. Remotely receiving updates to activate or enable ISO 15118-20 use cases. Support for cryptographic agility is recommended to replace broken ciphers.
 - e. Connecting to a charging station management system, for example using Open Charge Point Protocol (OCPP).
 - f. Selecting the appropriate communication protocol requested by the EV.

*If a bidirectional DCFC is selected, the Incentive Recipient is not required to participate in utility exporting events such as Emergency Load Reduction Programs (ELRP)¹⁷. ELRP may be utilized at the LEA's discretion.

¹⁷ California Public Utilities Commission ELRP details: [Emergency Load Reduction Program \(ca.gov\)](https://www.cpuc.ca.gov/Electricity/Pages/Emergency-Load-Reduction-Program)

7.3 Requirements for Distributed Energy Resources

Distributed Energy Resources (DERs) are small-scale power generation technologies capable of providing independent or supplemental power to EVSE. DERs such as BESS and PV are eligible expenses under ZESBI if they are ZE.

If an LEA would like to use its infrastructure or School Transportation Program funding for ZE DERs, the following requirements must be met:

- 1) ZE DERs must be on CEC's [Solar Equipment List](#).
- 2) The BESS must be JA12 compliant.
- 3) Must be safety certified by a Nationally Recognized Testing Laboratory (NRTL), recognized by the United States Occupational Safety and Health Administration (OSHA). OSHA's complete list of NRTLs can be found at <https://www.osha.gov/nationally-recognized-testing-laboratory-program>.
- 4) The ZE DERs must be connected to the ZESBI-funded EV chargers.
- 5) For grid-connected ZE DERs, Applicants must provide written proof of Permission to Operate from the local utility.
- 6) All DERs must be installed by a contractor with the appropriate license classification, as determined by CSLB. For more information, please visit [Solar Smart - CSLB \(ca.gov\)](#).

Note:

- New school buildings built to be solar ready are not allowed to use ZESBI funding to meet PV and BESS Energy Code requirements.
- Procurement and installation costs related to the ZESBI-funded EVSE must be fully covered before ZE DER costs become eligible. The costs for ZE DER must also be incurred and invoiced for within the Incentive Recipient's Grant Agreement term.

7.4 Infrastructure Installation Partner Eligibility

This section describes the requirements for eligibility of a business, organization, contractor, or individual that installs, inspects, commissions, constructs, designs, or otherwise provides aid,

assistance, guidance, and/or consulting toward the completed installation of ZE EVSE and services.

An Applicant may utilize the ZESBI Installation Partner List to help them identify an Installation Partner that has been verified to meet all the requirements outlined below in [Section 7.5 Requirements for All Installation Partners](#). An Applicant is not required to select a vetted ZESBI Installation Partner to perform installation work onsite; the ZESBI Installation Partner List is intended to be a helpful resource. Please see [Section 2 Key Terms](#) for a detailed definition of an Installation Partner. Information on how to become a ZESBI Installation Partner can be found on the ZESBI website.

7.5 Requirements for All Installation Partners

- 1) Must conform to the **most recent version** of the following:
 - a. California Code of Regulations (CCR) Title 4: Business Regulations, Division 9 Measurement Standards, Chapter 1 Tolerances and Specifications for Commercial Weighing and Measuring Devices, Article 1 National Uniformity, Exceptions and Additions, Sections 4001 and 4002. Additional Requirement, Subsection 4002.9, Hydrogen Gas-Measuring Devices (3.39).
 - b. CCR Title 4: Business Regulations, Division 9 Measurement Standards, Chapter 6 Automotive Products Specifications, Article 8 Specifications for Hydrogen Used in Internal Combustion Engines and Fuel Cells, Sections 4180 and 4181.
 - c. CCR Title 24: California Building Code, Part 2, Volume I, Chapter 11B, Accessibility to Public Buildings, Public Accommodations, Commercial Buildings and Public Housing.
 - d. National Fire Protection Association (NFPA) 70, electric code, and any other relevant codes or standards imposed by the Planning Department having jurisdiction.
 - e. California Health and Safety Code Section 25510(a).
- 2) Must meet prevailing wage requirements. Projects that receive an award of public funds from CEC are likely to be considered public works under the California Labor Code. See

Chapter 1 of Part 7 of Division 2 of the California Labor Code, commencing with Section 1720 and Title 8, CCR, Chapter 8, Subchapter 3, commencing with Section 16000.

- 3) Must comply with all applicable laws, ordinances, regulations, and standards; all federal, state, and local electrical and building codes for construction; and all ADA codes.
- 4) Must have secured all required state, local, county, and city permits to build and install eligible infrastructure.
- 5) Must ensure that pricing for services involved in the completion of infrastructure is reasonable and reflects current market rates.
- 6) Must comply with California Public Utilities Code (PUC) section 740.20¹⁸ requiring all EV charging infrastructure and equipment located on the customer side of the electrical meter be installed by a contractor with the appropriate license classification, as determined by CSLB, and at least one member of the crew onsite, at any given time, who holds an Electric Vehicle Infrastructure Training Program (EVITP)¹⁹ certification. Projects that include installation of a charging port supplying 25 kW or more to a vehicle must have at least 25 percent of the total electricians working on the crew for the project, at any given time, who hold EVITP certification. One member of each crew may be both the contractor and an EVITP certified electrician. The requirements stated in this paragraph do not apply to any of the following:
 - a. EV charging infrastructure installed by employees of an electrical corporation or local publicly owned electric utility.
 - b. EV charging infrastructure funded by moneys derived from credits generated from the Low Carbon Fuel Standard Program²⁰ (Sub article 7 (commencing with Section 95480) of Article 4 of Subchapter 10 of Chapter 1 of Division 3 of Title 17

¹⁸ For more information, please see [Bill Text - AB-841 Energy: transportation electrification: energy efficiency programs: School Energy Efficiency Stimulus Program.](#)

¹⁹ For more information, please see [Training | EVITP](#)

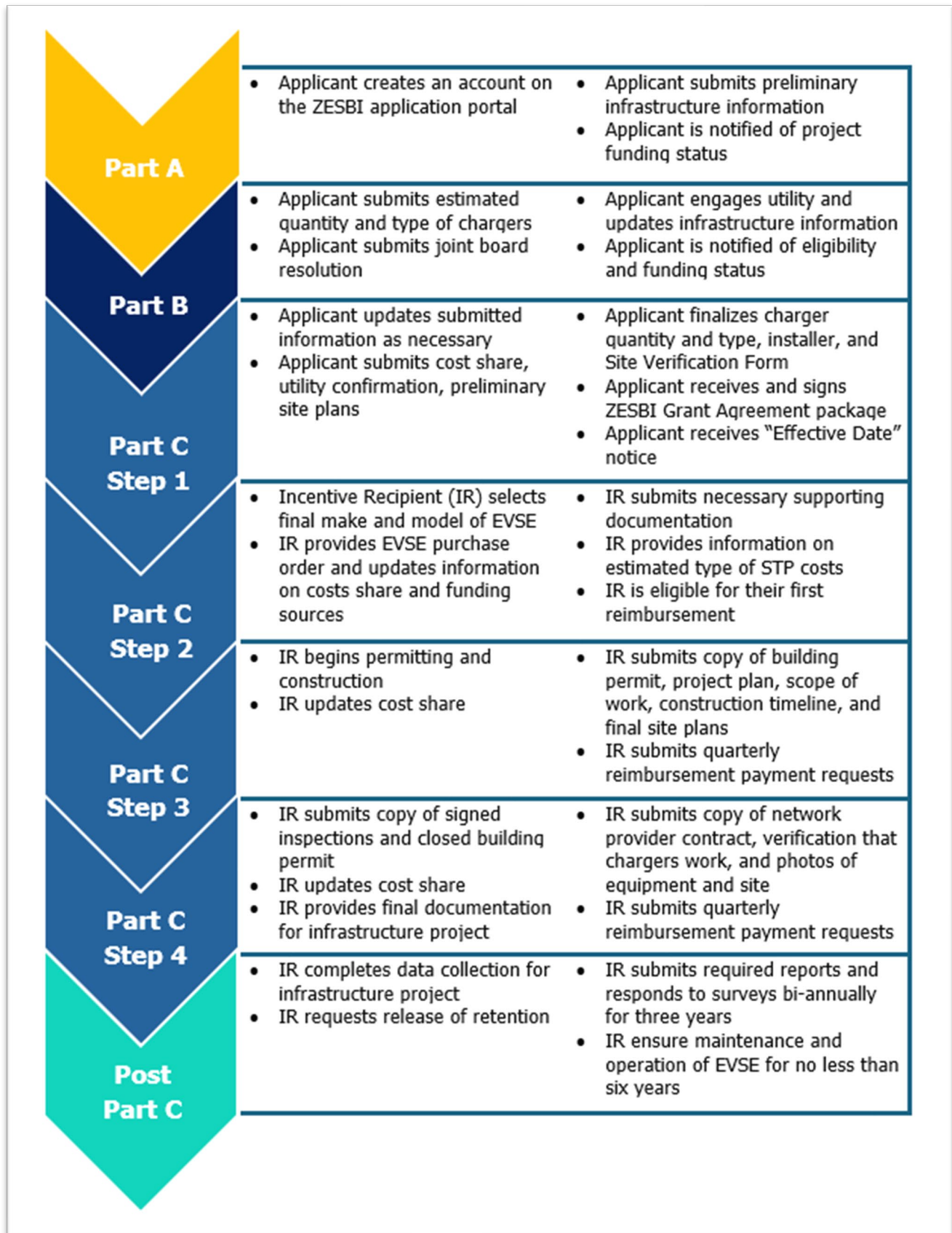
²⁰ For more information, please see [Low Carbon Fuel Standard | California Air Resources Board](#)

of CCR).

8 ZESBI Application Process

Parties interested in applying for ZESBI incentives may find application documents and further information on the ZESBI website. Applicants may access the application portal by selecting “Apply Now” from the ZESBI website at any time, the application portal will be used for the entirety of the project life cycle: Application Part A, Application Part B, Application Part C, and Application Post Part C. LEAs who registered and applied through the ZESBI application portal during Application Part A, may continue their application and check their application status for both the ZE school bus portion and infrastructure portion, including uploading necessary supporting documentation. ZESBI staff recommend Applicants and other stakeholders involved in the infrastructure planning, and development, or construction process engage with the ZESBI website for helpful resources. Further resources related to site planning, installation, and commissioning may be found in [Section 12 Appendix C - Site Planning, Installing, and Commissioning](#).

Figure 1: Infrastructure Application Flow Chart



8.1 Application Part A

Application Part A is the first phase of the application process, the application window for this phase opened Tuesday, May 14, 2024, at 10:00am Pacific Time and will remain open until Monday, September 30, 2024, at 5:00pm Pacific Time. In order to access Application Part A, an LEA must first register and apply to the ZESBI application portal by visiting the ZESBI website and selecting "Apply Now". In Application Part A, Applicants will supply their contact information and information regarding their proposed scrappage vehicles, including preliminary ZE school bus needs such as the proposed quantity of chargers, proposed charger types, and an indication on whether technical assistance is needed. The quantity of ZE school buses requested may not change after the close of Application Part A, and the quantity of chargers an Applicant may apply for is up the total amount of ZE school buses requested. The proposed quantity of chargers and the proposed charger types may change after the close of Application Part A, however, they may not exceed the total amount of ZE school buses requested during Application Part A.

The Applicant is required to provide the following preliminary infrastructure related information:

- 1) LEA Name, Contact Information, Tax Identification Number (TIN), and County District School (CDS) code.
- 2) Infrastructure project site address(es), Domicile address, Main office/Headquarters Address, and Mailing Address.
- 3) The proposed quantity and type of chargers (Charger Type: Level 2, DCFC, DCFC bidirectional)

8.2 Application Part B

***The Applicant will be required to provide additional information related to the vehicle portion of their Application for Application Part B as described in CARB's ZESBI**

Implementation Manual²¹.

Application Part B is the second phase of the ZESBI application and will be available in late 2024. In order to be eligible to submit Application Part B, an LEA must have applied to Application Part A during the application window, and must have received a notice of reserved funding.

Applicants accept notice of reserved funding by proceeding to Application Part B and providing required application materials. Applicants must respond to any Application Part B corrections within 30 calendar days of notification. If an Applicant does not complete Application Part B or does not communicate delays to ZESBI staff at schoolbusteam@calstart.org within 30 calendar days, funding reservations may be reallocated to another Applicant. Approval of late Application Part B submittals is at the discretion of CEC or its Implementers.

Application Part B submittals will be reviewed in the order received, regardless of Applicant's prioritization.

8.2.1 Application Part B - Infrastructure Documentation Requirements

The Applicant is required to provide the following application materials at a minimum:

- 1) Basic project site information (address).
- 2) Estimated quantity and type of chargers (e.g., two DCFCs, one L2 charger, one bidirectional DCFC).
- 3) Total estimated infrastructure project cost.
- 4) Signed joint Board Resolution (single resolution required for vehicle and infrastructure components of ZESBI, funded by CARB and CEC respectively).
- 5) Confirmation that Applicant has engaged the utility about their planned infrastructure project to verify that the utility can provide the necessary power at the chosen project site(s). Examples of confirmation may include one of the following:

²¹ CARB's ZESBI Implementation Manual: [Final-FY23-24-ZESBI-Implementation-Manual.pdf \(californiahvip.org\)](#)

- a. Notice that project site is being assessed for energy load capacity, or notice that Applicant is coordinating with utility.
- b. Copy of request for new service from the local utility (e.g., email correspondence with the utility) must contain the ticketed request for new service (Service Request Number). This may also entail communications with your utility asking for new service.
- c. Proof of participation in available utility programs for make-ready funding. Projects in Investor-Owned Utility (IOU) territories where such programs currently exist will also satisfy this requirement (Participation in such programs is not a prerequisite for participation in ZESBI).
 - i. Proof of participation in these programs may include but not be limited to the customer agreement form signed by the site operator.

Note: Site changes are generally not allowable after the close of Application Part B. If at any point after submission of Application Part B, an Applicant needs to change sites, the Applicant must inform ZESBI project staff with a clear demonstration of a reasonable necessity to accommodate the request. The foregoing requests will be reviewed on a case-by-case basis and determinations will be at the sole discretion of CEC and its Implementer. Failure to inform the ZESBI project staff of a project site address change, may result in disqualification.

8.3 Application Part C

***The Applicant will be required to provide additional information related to the vehicle portion of their Application for Application Part C as described in CARB's ZESBI Implementation Manual²².**

8.3.1 Application Part C - Infrastructure Step 1

Once Applicants have completed Application Part B and received a notice on eligibility and

²² CARB's ZESBI Implementation Manual: [Final-FY23-24-ZESBI-Implementation-Manual.pdf \(californiahvip.org\)](https://californiahvip.org/Final-FY23-24-ZESBI-Implementation-Manual.pdf)

funding status, the Applicant will have 45 calendar days to complete items 1 - 7 below. If an Applicant does not complete items 1 - 7 or communicate delays to the ZESBI staff at schoolbusteam@calstart.org within 45 calendar days, funding reservations may be reallocated to another Applicant. Approval of late submittals is at the discretion of CEC and its Implementers. After ZESBI staff has reviewed items 1 - 7, Applicants will receive the ZESBI Terms and Conditions and the ZESBI Grant Agreement (Grant Agreement Package) and will have 30 calendar days to sign the ZESBI Grant Agreement. Once the Grant Agreement has been verified and countersigned, the Incentive Recipient will receive a notice with the Effective Date including final Application Part C - Step 1 school bus requirements ([See CARB's ZESBI Implementation Manual](#)).

Note: Changing charger types and their quantity is not allowable after the Applicant signs the Grant Agreement package as described below.

The Applicant is required to provide the following application materials at a minimum:

- 1) Installation Partner contact information.
- 2) Final quantity and type of chargers (e.g., two DCFCs, one L2 charger, one bidirectional DCFC).
- 3) Site Verification Form ([See Section 13 Appendix D - ZESBI Site Verification Form](#)) - Applicants who intend to install infrastructure on land, which they **own**, need to fill out the Site Verification Form and provide proof of ownership in attachment.
 - a. Proof of ownership may be any one of the following and must clearly depict the Property Owner's name and installation site address(es):
 - i. Signed Deed
 - ii. Homeowner's Insurance Policy
 - iii. Property Tax Receipts
 - iv. Mortgage payment records

- b. For Applicants who intend to install infrastructure on land which they do not own, the Site Verification Form is also required to verify authorization of installation work by the property owner. If new or upgraded equipment is provided by the utility, then proof of easement may be required. Multiple types of easements may be accepted, please contact ZESBI staff (schoolbusteam@calstart.org) for any questions.
 - c. If the Applicant is unable to obtain a property owner signature on the Site Verification Form at the time of submittal, then a written letter of intent (LOI) demonstrating intent to sign a lease for at least six years and certifying that the installation work is authorized by the property owner, may satisfy Application Part C - Infrastructure Step 1. If an Applicant believes that they will **not** be able to submit a Site Verification Form with property owner signature in Application Part C - Infrastructure Step 1 they should contact ZESBI staff (schoolbusteam@calstart.org) as soon as possible to explain the situation, and ZESBI staff will advise if an LOI will work for their particular case. The Site Verification Form **must** be executed by the property owner and submitted to ZESBI staff before reimbursement incentives may be provided.
 - d. Applicants who intend to install infrastructure on land which they are leasing may also submit a copy of their lease, if it explicitly grants them the right to install recharging infrastructure for the specific property site in the incentive application, and a summary indicating where in the lease these rights are granted in lieu of a property owner signature on the Site Verification Form. Applicants are encouraged to communicate with ZESBI staff if they plan to submit using this documentation.
- 4) Cost share - A list disclosing all public funding sources awarded, external funding, self-contributions, and utility make-ready funding, if applicable, as well as supporting

documentation.

- 5) Confirmation from the local utility that the project site is adequately prepared to receive the necessary energy for the planned infrastructure installation.
- 6) Preliminary Site Plans - These should include:
 - a. A satellite image (map) of the location for charging which should also include the building and ideally a street as a point of reference.
 - b. A highlighted map area with the Applicant's ideal locations for the charging stations.
 - c. The number of ports and type of EVSE to be installed at the infrastructure project site.
- 7) Proof of license, insurance, and EVITP certification of the general contractor and/or Subcontractor selected for the project. Insurance must be valid for at least 30 calendar days from the date of document submission. Please include any information about subcontractor(s) used that may meet minority business enterprise, disadvantaged business enterprise, and/or small business designations.
- 8) Review ZESBI Sample Terms and Conditions upon receiving confirmation that Application Part C - Infrastructure Step 1 is submitted - It is the Applicant's responsibility to read and understand the ZESBI Sample Terms and Conditions and identify the availability of the personnel that will be signing ZESBI Terms and Conditions and the ZESBI Grant Agreement (Grant Agreement Package). If selected for award, the Incentive Recipient must sign an official ZESBI Agreement Package to continue through the project lifecycle. Please note, Sample Terms and Conditions are intended for informational purposes only and do not constitute a legally binding agreement until they are incorporated in an official Agreement Package and fully executed by both parties (CALSTART and Incentive Recipient).

- 9) Signed ZESBI Grant Agreement Package - If an Applicant is notified of eligibility for their ZE school bus and ZE infrastructure, a signed copy of the grant agreement, including Terms and Conditions will be required for Applicants to enter Application Part C - Infrastructure Step 2.

Once the above materials have been received and approved by the ZESBI application processing team, the Incentive Recipient will receive a notice with the Effective Date including final Application Part C - Step 1 school bus requirements.

While ZESBI staff will consider delays on a case-by-case basis, Incentive Recipients must coordinate with ZESBI staff for those projects whose deployment timeline (i.e., time from ZESBI Grant Agreement Effective Date and ZEV purchase order to final commissioning) exceeds 18 months.

Note: The award amount for infrastructure cannot be increased after Application Part C - Infrastructure Step 1. If the Incentive Recipient decides to upgrade their charger selection after Application Part C - Infrastructure Step 1, any additional costs will be borne by the Incentive Recipient. If the Incentive Recipient decides to downgrade their ZEV selection and/or charger selection after Application Part C - Infrastructure Step 1, the total award amount will be reduced.

8.3.2 Application Part C - Infrastructure Step 2

Once an Incentive Recipient completes Application Part C - Infrastructure Step 1 and receives a notice of confirmation from ZESBI staff, they will have 60 calendar days to complete Application Part C - Infrastructure Step 2.

The Applicant is required to provide the following application materials at a minimum:

- 1) Final make and model of the chargers associated to and compatible to the selected ZE school bus, per original equipment manufacturer recommendations.
- 2) Total estimate of STP costs and where STP Costs will be applied.
- 3) Site Equipment Manifest - A list of anticipated one-time hardware, network, and software costs to be incentivized through ZESBI funding. Details should include at

minimum the manufacturer, make, model, and manufacturer's suggested retail price.

- 4) Cost share - Incentive recipient to update previously provided cost share information as needed.
- 5) Copy of Purchase Order (PO) for EVSE.
- 6) Quarterly reimbursement payment request form to illustrate payment needs and to serve as the reimbursement request for eligible expenses (if eligible costs have been incurred within the ZESBI Grant Agreement term).
 - a. Reimbursement requests and payments are allowable once per quarter ([See Section 8.5 Quarterly Reimbursement Payments](#)).

Approval of late Application Part C - Infrastructure Step 2 submittals is at the discretion of CEC and its Implementers.

While ZESBI staff will consider delays on a case-by-case basis, Incentive Recipients must coordinate with ZESBI staff for those projects whose deployment timeline exceeds 18 months from the ZESBI Grant Agreement term and vehicle purchase order to final commissioning.

8.3.3 Application Part C - Infrastructure Step 3 (Permitting and Construction)

In Application Part C - Infrastructure Step 3, once a project secures all the necessary permits and has satisfied planning department requirements (including ensuring compliance with CEQA and other applicable federal, local, and California state laws, see [Section 2 Key Terms](#) for additional resources) the Incentive Recipient may begin construction.

Incentive Recipients must submit the following materials at a minimum:

- 1) Copy of the building permit.
- 2) Project plan and scope of work including construction timeline.
- 3) Final site plans - These should include any changes made to the preliminary site plans. Load calculations, panel schedules, necessary utility upgrades, and final selection hardware are expected in the final site plans.

- a. An example of a Final Site Plan can be found in [Section 14 Appendix E - Sample Final Site Design for EV Infrastructure](#).
- 4) Disclose anticipated STP costs and where STP funding will be applied:
 - a. Select a category from [Section 6.2 School Transportation Program Funding Cost Eligibility](#) wherein STP funding will be applied to (e.g., Transportation Department Buildings).
 - b. Provide a brief description of the anticipated product or service in which STP funding will be applied to (e.g., Computers and training).
 - 5) Cost share - Incentive recipient to update previously provided cost share information as needed.
 - 6) Quarterly reimbursement payment request form and copies of paid invoices showing eligible costs incurred shall be provided to illustrate payment needs and to serve as the reimbursement request for eligible expenses. The Invoice(s) must show serial numbers for all equipment and must be itemized.
 - a. **Note:** Reimbursement requests and payments are allowable once per quarter ([See Section 8.5 Quarterly Reimbursement Payments](#)).

Approval of late Application Part C - Infrastructure Step 3 submittals is at the discretion of CEC and its Implementers.

While ZESBI staff will consider delays on a case-by-case basis, Incentive Recipients must coordinate with ZESBI staff for those projects whose deployment timeline exceeds 18 months.

8.3.4 Application Part C - Infrastructure Step 4 (Commission Project)

Once a project's construction and commissioning are complete and proof of power at the site has been confirmed, Incentive Recipients must provide the following documentation as proof of commissioning at a minimum to receive any remaining incentives for which they may be eligible and close out their project:

Recipient must submit the following materials at a minimum:

- 1) Copy of the signed inspections sheet and closed building permit.
- 2) Copy of third-party network provider communications contract with 4G cell phone activation and IP registration completed is required only for EV charging.
- 3) Verification that chargers are in working order, examples of verification can include one of the following:
 - a. Commissioning Report of each awarded charger (serial number included)
 - b. Dashboard Report of each awarded charger (serial number included)
- 4) Photo of serial number for all serialized equipment installed on the project site. Serial number must match that on project invoices.
- 5) Photographic evidence of the site. Photos must be provided of all EVSE and incentivized equipment installed, including, as applicable, switchgear and meter mains, transformers, and any applicable markings, signs, and placards with path of travel. Proper signage may include but is not limited to:
 - a. State of CA: Caltrans EV signage requirements:
<https://dot.ca.gov/programs/safety-programs/ev-signs>.
 - b. CA Building Codes: 11B-228.3 for ADA requirements.
 - c. Code of Federal Regulations, Part 309 - Labeling requirements for EVs:
<https://www.ecfr.gov/current/title-16/chapter-I/subchapter-C/part-309>.
 - d. Federal Highway Regulations for signage of EVs:
<https://mutcd.fhwa.dot.gov/resources/policy/rsevcpfmemo/>.
- 7) Cost share final update - Incentive recipient to provide final update previously provided cost share information as needed.
- 8) Quarterly reimbursement payment request form and copies of paid invoices showing eligible costs incurred shall be provided to illustrate payment needs and to serve as

the reimbursement request for eligible expenses. The Invoice(s) must show serial numbers for all equipment and must be itemized.

- a. **Note:** Reimbursement requests and payments are allowable once per quarter ([See Section 8.5 Quarterly Reimbursement Payments](#)).

Once all applicable requirements in Application Part C - Infrastructure Step 4 are complete, the project will be fully operational, and an Incentive Recipient's project is deemed complete.

After a site is fully commissioned and complete, and 12-months of EVSE data collection has been reported, a final payment may be requested ([See Section 8.6 Final Payment](#) for more details).

While ZESBI staff will consider delays on a case-by-case basis, Incentive Recipients must coordinate with ZESBI staff for those projects whose deployment timeline exceeds 18 months.

8.4 Notice of Award

To receive a Notice of Award, Applicants must provide complete documentation as outlined in Application Part C - Infrastructure Step 1, including executing the ZESBI Grant Agreement. The notice of award amount will be based on the actual quantities and type of chargers approved in Application Part C - Infrastructure Step 1 and may not exceed the total number of eligible ZE school buses determined by CARB and its Implementer ([See CARB's ZESBI Implementation Manual](#)²³ for more information).

The date the ZESBI Grant Agreement is executed (Effective Date) serves as the beginning of the incentive project with ZESBI and the Incentive Recipient. No costs incurred before the Effective Date of the agreement are eligible for reimbursement. Applicants must ensure proper documentation is obtained and submitted to verify payments and compliance with the ZESBI incentive project, as outlined in CARB's ZESBI Implementation Manual and CEC's ZESBI Implementation Manual.

²³ CARB's ZESBI Implementation Manual: [Final-FY23-24-ZESBI-Implementation-Manual.pdf \(californiahvip.org\)](#)

After a notice of award has been granted, Incentive Recipients may submit a request for extension, however requests for extensions will be evaluated on a case-by-case basis and may be granted for extenuating circumstances. Note that extension requests not demonstrating due diligence on behalf of the Incentive Recipient may be denied. ZESBI staff has the right to restrict extension requests to no more than 60 calendar days total per awarded project.

If the above requirements have been met, then funds shall be reserved across all Applicant categories consistent with incentive structure outlined in this Implementation Manual.

8.5 Quarterly Reimbursement Payments

ZESBI provides reimbursable payments once per fiscal quarter for eligible costs incurred within the ZESBI Grant Agreement term. Note that an agreement term begins on the Effective Date of the executed agreement and ends three fiscal years later. An Incentive Recipient may submit their reimbursement request within a given fiscal quarter, see the schedule below for reference:

- **Fiscal Quarter One (Q1):** Beginning of January to end of March.
- **Fiscal Quarter Two (Q2):** Beginning of April to end of June.
- **Fiscal Quarter Three (Q3):** Beginning of July to end of September.
- **Fiscal Quarter Four (Q4):** Beginning of October to end of December.

Quarterly reimbursement payment requests shall equal the total dollar amount of eligible costs incurred in a given invoice, unless specifically stated otherwise in this Implementation Manual. ZESBI project staff will review and verify reimbursement forms and invoices prior to disbursing any applicable and approved funds. In addition, CALSTART may request and be entitled to repayment of incentive funds, including any quarterly reimbursement, for Incentive Recipient's failure to complete the incentive project or for Incentive Recipient's noncompliance with Incentive Agreement requirements.

8.6 Final Payment

Ten percent of the sum of the incurred infrastructure and school transportation program costs

from each reimbursement request will be held as retention until all Incentive Recipient requirements are satisfied at the end of the Incentive Recipient's Grant Agreement term. Incentive Recipients shall provide a quarterly reimbursement payment request form to request release of retention. The final reimbursement payment request form (includes released retention) shall be available after Application Part C - Infrastructure Step 4, and when 12-months of EVSE Data Collection has been reported, as described in this Implementation Manual ([See Section 9.3 Data Collection Requirements](#) for more details).

9 Duties and Responsibilities

9.1 ZESBI Incentive Recipient Responsibilities

- 1) Must comply with all local, state, and federal safety, permitting, zoning, and other guidelines.
- 2) Must maintain insurance as required by law. If the installed and commissioned infrastructure is damaged, destroyed, or otherwise becomes permanently inoperable due to accident or negligence by the Incentive Recipient or any other party, the Incentive Recipient must notify ZESBI staff.
- 3) Must provide accurate and complete documentation of all eligible ZE infrastructure equipment, and other documents where requested.
- 4) Must submit reports and respond to surveys put forth bi-annually by ZESBI staff for a period of three years from the date of final commissioning.
- 5) Must report project delays and/or site changes in a timely manner to ZESBI staff. Failure to do so may place the Applicant at risk of delayed, disqualified, or cancelled incentive payment(s).
- 6) Must be available for follow-up inspection if requested by ZESBI staff, CEC, or CEC's designee.
- 7) Must coordinate with the HVIP approved dealer and charging system providers to

ensure that the selected new ZE school bus is compatible with planned and/or existing infrastructure.

- 8) Must ensure EVSE shall be maintained and operated for a period of no less than six years from the date of final commissioning.
- 9) Must disclose all sources of public funding used in combination with ZESBI funds.

9.2 ZESBI Installation Partner Responsibilities

- 1) Must have reviewed the ZESBI requirements for participation.
- 2) Must abide by any federal, state, and local laws and regulations applicable to an Applicant's infrastructure project.
- 3) Must provide accurate and complete documentation of all eligible ZE infrastructure equipment, and other documents where requested.
- 4) Must ensure the project has complied with all AB 841 (2020) requirements or provide notice to ZESBI staff for why the AB 841 requirements do not apply to the project.
- 5) Must submit EVITP certification numbers of each EVITP-certified electrician that installed EV charging infrastructure or equipment. EVITP certification numbers are not required to be submitted if AB 841 requirements do not apply to the project.

9.3 Data Collection Requirements

Infrastructure funding through ZESBI must support ZESBI funded school buses. If chargers funded by ZESBI are also used to charge other vehicles in the fleet, charging data for the ZESBI funded buses must be distinct/separated in data collection and reporting. Applicants must notify ZESBI staff if ZESBI funded EVSE will be utilized by other vehicles.

Reporting frequency and duration: Each project must provide a minimum of 12 months of data collection once the charging/refueling equipment has been commissioned. It is strongly encouraged that Incentive Recipients report for six or more years. Data shall be reported on the tenth day of every month for each charger, beginning at the date of operation.

Data quality and accessibility requirements: Incentive Recipients together with site operators and infrastructure vendors shall pursue automated approaches to reporting data for accuracy of reporting and streamlined processing for all parties involved. Data should be retained and made accessible to ZESBI staff for the duration of the project requirements listed here (i.e., 36 months).²⁴ Incentive Recipients shall conform to the CEC-approved data report templates (to be provided at a later date). The following data shall be submitted in a format and transfer method approved by ZESBI staff.

- 1) **Units of measurement for reporting:** Reporting shall occur in the units requested by ZESBI staff. Where units of measurement are not specified or where information is qualitative, Incentive Recipients shall seek further direction from ZESBI staff.
- 2) **Associated identifier data:** Certain data requirements necessitate associated data like timestamps, site identifiers, port identifiers, and equipment identifiers. Each of these values must be provided along with the data for each piece of equipment, work, or other item/task within the project toward which ZESBI incentives have been used; and in such a way that each required metric is reported on for each unique piece of equipment, down to the lowest level of granularity.
- 3) **Data collection:** The Incentive Recipients shall collect the following data on charging/refueling events for each deployed EVSE, charger, or refueling station, including but not limited to the following:
 - a. Port/session/site identifier data:
 - i. Port ID: A unique identifier corresponding to the ports of the equipment, active during a charging session (i.e., is not reassigned to another port). Wherever data specific to a port is required, a port ID must be reported.
 - ii. Session ID: A unique ID corresponding to the charging session.

²⁴ See ZESBI website for more information: [ZESBI - Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project | California HVIP](#)

- iii. Site ID: A unique ID corresponding to the charging site.
- b. Charging events per 24-hour period (where possible):
 - i. Number of charging sessions.
 - ii. Charging session duration(s).
 - iii. Amount dispensed per session (in kWh).
 - iv. Average charger station utilization (planned to actual).
- c. Peak power delivered: Peak power in kW delivered.
- d. Peak energy delivered: Peak energy in kWh delivered.
- e. Total kWh of consumed over time, reported monthly.
- f. Responses to qualitative questions via Applicant experience survey responses on items including:
 - i. Challenges or barriers experienced with EVSE.
 - ii. Whether distributed energy resources have been used.
 - iii. Whether renewable energy was used.
 - iv. Methods used for managing charging and grid impacts.
 - v. Any cost-saving measures used.
 - vi. Methods for collecting usage data.
 - vii. Methods for managing charging and grid impacts (resiliency methods).
 - viii. Charging schedule (time of day and duration).
 - ix. Location type of equipment (e.g., street, parking lot, or garage.).
 - x. Equipment complaints received by manufacturer.
- g. Vocation and vehicle or equipment type utilizing equipment.
- h. Cost of charging (electricity utility tariff, electric vehicle service provider (EVSP)

service contract, etc.) in \$/kWh.

- i. Levelized cost of energy: Reported in dollars per kWh.
- j. Number, type, date of installation, and location of chargers installed.
- k. Number and type of charging ports and connectors per charger.
- l. Nameplate capacity of installed equipment, in kW for chargers per day.
- m. Energy delivered back to grid or facility if bidirectional charging use case (kWh).

In addition to the foregoing requirements, ZESBI staff further advises both Applicants and Incentive Recipients to comply with existing law (AB 2061²⁵) on uptime recordkeeping, and reporting standards for EVSE funded from a state agency (CEC), which applies to EVSE installed after January 1, 2024.

9.4 Legalities

9.4.1 Incentive Recipient Grant Agreement

The ZESBI Incentive Recipient Grant Agreement specifies the provisions the Incentive Recipient agrees to meet in order to continue eligibility for an award notice and reimbursement. The date of this agreement (Effective Date) serves as the beginning of the project with ZESBI and the Incentive Recipient. Costs incurred before the Effective Date of the agreement are ineligible for reimbursement.

Once Applicants submit the required documentation for Application Part B, ZESBI Terms and Conditions will be provided to the Applicant. In Application Part C - Infrastructure Step 1, it is the Applicant's responsibility to read and understand the ZESBI Grant Agreement package (includes Terms and Conditions). If selected for an award, the Incentive Recipient must sign the ZESBI Grant Agreement package at Application Part C - Infrastructure Step 1.

9.4.2 DIR, Insurance and EVITP Compliance Affidavit

²⁵ Assembly Bill 2061: [Bill Text - AB-2061 Transportation electrification: electric vehicle charging infrastructure.](#)

DIR, Insurance, and EVITP Compliance Affidavit ([See Section 11 Appendix B - Department of Industrial Relations, Insurance and EVITP Compliance Affidavit](#)) is included for review in Application Part C - Infrastructure Step 1. In Application Part C - Infrastructure Step 1, it is the Applicant's responsibility to read and understand the Prevailing Wage and EVITP Compliance Affidavit. If selected for an award, the Incentive Recipient must sign the Prevailing Wage and EVITP Compliance Affidavit to move to [Application Part C - Infrastructure Step 2](#).

9.4.3 Price and Current Market Rates - Equipment Verification Email

Pricing may be verified at any time by ZESBI project staff. The Equipment Verification email is one method that the ZESBI project staff may use to confirm pricing and compare market trends. Verification will be used at ZESBI's project staff discretion, to aid in validating the project site's equipment pricing as it is listed on the application's Site Equipment Manifest. All parties for a ZESBI ZEV infrastructure deployment project must ensure that all pricing for services involved in the completion of infrastructure is reasonable and reflects current market rates:

9.4.4 Reimbursement

Incentive reimbursement requests must be submitted no more than once per quarter. Reimbursements will be based on the provisions outlined in this Implementation Manual. Incentives are based on the quantity and type of eligible chargers and eligible costs. ZESBI's project staff will review reimbursements with 30 business days.

CEC and its Implementer may, in their sole discretion, require additional documentation to ensure applicable requirements have been met. Additionally, in the event that funding from other sources beyond ZESBI becomes available, CEC or its Implementer may require additional documentation to comply with specific requirements of the new funding source.

9.4.5 Invoicing Eligible Project Costs

The Incentive Recipient is required upon any request for payment to submit all relevant invoices. Invoices must demonstrate that the purchaser matches the Incentive Recipient incurred the eligible project costs. This may be verified by using the Applicant's TIN, FEIN or other personally identifiable information.

Examples of Supplemental Documentation in an invoice include but are not limited to:

- 1) Itemized listings of equipment billed and associated amounts.
- 2) Equipment Verification Email - At any time, ZESBI staff may request the itemized, or total payment amounts be verified by the vendor/supplier of any invoice.
- 3) Itemized direct labor.
- 4) Cancelled checks, ACH payment remittance or electronic data, and/or bank statements.
- 5) Proof of Insurance, project permits, CSLB licensing, EVITP certification, Certified Payroll, time records, and/or labor rates ([See Section 13 Appendix D - ZESBI Site Verification Form](#) for more details).

CALSTART, its subcontractors, and the California Energy Commission reserves the right to request, at their discretion, any supporting documents or information deemed necessary to verify the accuracy, eligibility, and appropriateness of costs claimed by an Incentive Recipient. Incentive Recipients shall promptly provide such requested documentation to CALSTART, its subcontractors, or the California Energy Commission. Failing to do so may at CEC or CALSTARTs sole discretion, deem the costs in question as ineligible for funding in accordance with the design set forth herein and in accordance with applicable laws and regulations governing California state-funded projects.

10 Appendix A - Zero Emission School Bus and Infrastructure (ZESBI) Privacy Policy

All information associated with ZESBI funding, including Applicant/Incentive Recipient name and address, contact information, and sales transactions are public information and subject to release. Any information or data that contains Personally Identifiable Information (PII) should only be reported in aggregate, with PII removed, or only retained for contact purposes. For more information, please visit CEC's website for [Privacy Policy](#) and [Conditions of Use](#).

Additionally, CALSTART's Privacy Policy describes how the company will collect, use, and disclose information about users of the Company's websites, including www.calstart.org, www.calstartconnect.org, and any other websites provided by CALSTART, its platforms, services, tools, features, and attendees of in person events (collectively, the "Services"). For more information, please visit CALSTART's website for [Privacy Policy](#).

Please see CARB's ZESBI Implementation Manual for further privacy policy disclosures. Section 8 Personally Identifiable Information and Applicant/Grantee Privacy and Conditions of Use.

You have the right to access this information at any time; such requests can be made by contacting ZESBI staff at schoolbusteam@calstart.org, or in writing to the address below.

CALSTART Contact Information:

ZESBI Project Manager

Southern California Office (headquarters)

48 S. Chester Ave.,

Pasadena, CA 91106

11 Appendix B - Department of Industrial Relations, Insurance and EVITP Compliance Affidavit

DIR, INSURANCE, & EVITP COMPLIANCE AFFIDAVIT	
Organization Name:	
Printed Name of Applicant (first and last):	
Title of Applicant:	
<p>By signing this affidavit, I {Name _____} with respect to {Application Number _____}, {Project Site Address _____}, affirm that I am authorized to attest under penalty of perjury under the laws of the State of California, that each of the statements in the paragraphs below are complete, true, and correct. I understand and agree that applications and projects that do not meet the following requirements may not receive an incentive and any falsification or misrepresentation of information relating to the Project could result in disqualification from ZESBI.</p> <ol style="list-style-type: none"> 1. All EV charging infrastructure and equipment located on the customer side of the electrical meter will be installed by a contractor with the appropriate license classification, as determined by California State License Board (CSLB), and at least one member of the crew onsite, at any given time, who holds an EVITP certification. Projects that include installation of a charging port supplying 25 kW or more to a vehicle must have at least 25 percent of the total electricians working on the crew for the project, at any given time, who hold EVITP certification. 2. If the electric vehicle charging infrastructure and equipment to be installed are all less than 25 kilowatts, then it will be installed by a contractor with an appropriate license classification, as determined by the Contractors' State License Board, and in good standing. 3. The persons or entities installing electric vehicle charging infrastructure and equipment shall comply with all California Public Works requirements (Lab. Code § 1720 et seq. and 8 CCR 16000 et seq.) including but not limited to the payment of prevailing wages, Department of Industrial Relations (DIR) coverage determination and compliance, and insurance coverages. 	
Signature:	Date:

12 Appendix C - Site Planning, Installing, and Commissioning

The planning process for deploying ZEV infrastructure involves collaboration across several stakeholders including utilities, general contractors, and state government staff. When engaging with these stakeholders, it is important to understand the various stages your project may go through before any construction is performed. In addition, please see the Resources section of the Zero Emission School Bus and Infrastructure (ZESBI) website: [ZESBI - Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project | California HVIP](#).

12.1 Project Management may include:

- 1) Electric vehicle supply equipment (EVSE) specifications review.
- 2) Preparation and approval of site plans.
- 3) Preparation of construction drawings and documents.
- 4) Permit application.
- 5) Project schedule review and approval.
- 6) Installation contractor's approval.
- 7) Maintenance and inspection plan review and approval.
- 8) EVSE testing and approval.
- 9) Payment system set-up and field testing.
- 10) Signage plan review and approval.
- 11) Installation and commissioning.

12.2 Installation may include:

- 1) Obtaining city permit.
- 2) Hiring installation subcontractors.
- 3) Site preparation including concrete cutting and trenching.
- 4) Running the electrical and communication conduit.
- 5) Concrete pouring.
- 6) Forming and pouring of reinforced concrete foundations for the sites.
- 7) Pre-installation inspection of cement.
- 8) Electric service upgrades including circuit breakers panels and safety disconnect and

transformers.

- 9) Negotiation with utility over power provision.
- 12) Installation of ZEV infrastructure equipment (e.g., EVSE, hydrogen compressor, etc.).
- 13) Signage, placards, labels, markings, and striping as required by Authorities Having Jurisdiction.
- 14) Lighting per local codes.
- 15) Final inspection and approval.
- 16) Network commissioning.
- 17) Final testing with a ZEV.

12.3 Final commissioning may include:

- 1) Check and validate radio frequency identification cards
- 2) Check the internet communication between a charging station and the central server.
- 3) Turn on, charge/refuel, and test a battery-electric vehicle.
- 4) Check the app (where applicable); validate the sign-up and login as a new customer.
- 5) Validate all EVSE and DCFC are functioning per original equipment manufacturer's specifications.
- 6) Test the remote system control and monitoring system.
- 7) Test the charging/refueling session and display of state of charge.

13 Appendix D - ZESBI Site Verification Form

This form establishes that the installation work is authorized by the owner of the real property (Property Owner). The purpose of this form is to establish that the project Applicant is able and authorized to make alterations and/or improvements necessary for infrastructure to be constructed and commissioned.

Please contact Zero Emission School Bus and Infrastructure (ZESBI) staff at

SchoolBusTeam@calstart.org if you are unable to obtain the proper signature(s) for this Site Verification Form, for any reason.

Note: This form is required by all Applicants and must be one form per Installation Site Address. Where Applicants are the Property Owner, they must attach proof of ownership to this form. Applicants who are not the Property Owner may provide additional documentation attached to this form in lieu of Property Owner's signature only as outlined in this Implementation Manual ([See Section 8.3.1 Application Part C - Infrastructure Step 1](#) for more information).

<i>ZESBI Applicant. Please complete as follows:</i>	
Organization Name:	Enter Applicant/Org. Name
Installation Site Address:	Enter Address
City: Enter City State: Enter State Zip Code: Enter Zip Code	
Applicant hereby represents and warrants to ZESBI staff: (i) that all the foregoing information is true and correct; and (ii) that the undersigned has been duly authorized by Applicant to execute and submit this Site Verification Form. Applicant acknowledges and agrees that ZESBI staff is relying on Applicant's foregoing certifications in reviewing and approving of Applicant's application.	
Signature of Authorized Applicant:	
Print Name: Print Name	Title: Click or tap here to enter text.
Date: Click or tap to enter a date.	

<i>PROPERTY OWNER. Please complete as follows:</i>	
Provide the name of the company, city, trust, organization or individual that owns the property where the project site will be located ("Property Owner").	
Property Owner Name:	Print Name

The undersigned, on behalf of [Click or tap here to enter text.](#) ("Property Owner"), hereby represents and warrants to ZESBI staff (i) that Property Owner is the Property Owner located at [Click or tap here to enter text.](#) ("Property") where infrastructure will be installed; (ii) that Property Owner has consented to ZESBI Applicant/Applicant Team member's installation of certain EV charging station equipment at the property; and (iii) that the undersigned has been duly authorized to execute and submit this Site Verification Form to ZESBI staff. Property Owner acknowledges and agrees that ZESBI staff is relying on Property Owner's foregoing certifications in reviewing and approving of Applicant's application.

Signature of Property Owner:	
Print Name: Print Name	Title: Click or tap here to enter text.
Date: Click or tap to enter a date.	

After completion of this Site Verification Form, please upload it into the ZESBI Application portal for review. If necessary, ZESBI staff reserve the right to require that Applicant and Property Owner provide such further information as may be required to review and approve an Applicant's application.

14 Appendix E - Sample Final Site Design for EV Infrastructure

Figure 2: Sample Final Site Design for EV Infrastructure Page 1

ELECTRIC VEHICLE CHARGING STATION INSTALLATION

CITY OF AUBURN

MAGNOLIA AVE & TENNIS WAY
AUBURN 95603

APN 002-122-013-000



CALL 811 OR 800-642-2444
MINIMUM 2 WORKING DAYS WITH A MAXIMUM OF 14 CALENDAR DAYS

GENERAL SYMBOLS AND ABBREVIATIONS	
SYMBOL	DESCRIPTION
	MAIN SWITCHBOARD
	COMMERCIAL LEVEL 2 ELECTRIC VEHICLE CHARGING STATION
	CIRCUIT CONCEALED IN CEILING OR WALL, EXPOSED IN SERVICE AREAS
	CIRCUIT CONCEALED IN FLOOR OR UNDERGROUND
	DOWNSION TO PANELBOARD
	INDICATES FLEX CONDUIT
	TRANSFORMER
	PULL BOX
	CONDUIT
	BUILDING
	MSB MAIN SWITCHBOARD
	PNL PANELBOARD
	(E) EXISTING
	(N) NEW
	(R) EXISTING TO BE REMOVED OR RELOCATED
	UNON UNLESS OTHERWISE NOTED
	WP WEATHERPROOF--WHILE IN USE IN WET LOCATIONS WHERE APPLIED TO RECEPTACLES

SHEET LIST	
SHEET NUMBER	SHEET TITLE
C1.0	COVER SHEET - SYMBOLS, CODE REFERENCES, SCOPE, GENERAL NOTES
E1.0	ONE LINE DIAGRAM, PANEL SCHEDULES, AND VOLTAGE DROP CALCULATIONS
E2.0	SITE PLAN
E3.0	EQUIPMENT DATASHEETS AND MECHANICAL DETAIL
E4.0	EQUIPMENT DATASHEETS, CONTINUED

CODE REFERENCES	
2019	CALIFORNIA ELECTRICAL CODE
2019	CALIFORNIA ENERGY CODE
2019	CALIFORNIA FIRE CODE INCLUDING 2016 NFPA 72 (NATIONAL FIRE ALARM CODE) AS AMENDED
2019	CALIFORNIA BUILDING CODE (CBC), PARTICULARLY CH. 11A AND 11B FOR ACCESSIBILITY
2010	ADA/ABA
2017	ANSI A117.1 ZONING N/A (CITY PARKING LOT)
	OCCUPANCY - N/A (EXTERIOR) AREA OF BUILDING - N/A

SCOPE	
CONVERT (E) EXISTING PARKING SPACES TO (E) NEW VAN ACCESSIBLE EV CHARGING SPACE, COMPLETE WITH NEW POWER FEEDTAL, PANT, SOWAGE, AND INSTALLED FOR ADA REGULATIONS.	
INCLUSIONS:	
(1) CHARGEPOINT EXPRESS 250 DC FAST CHARGING STATION (CP2500-625-CCS1-CHD)	
(2) 400A CITY/ARBV. 3PH. METRED SWITCHGEAR	
(N) UNDERGROUND PULL BOX WITH CONDUITS FOR FUTURE EVSE	
(N) POLE TRANSFORMER, INSTALLED BY OTHERS	

GENERAL NOTES	
1. ALL WIRES SHALL BE COPPER WITH 600V TYPE THHN/THWN OR XHHW INSULATION.	
2. ALL WIRING SHALL BE IN CONDUIT OR WEATHER PROOF FLEX.	
3. CONDUIT SHALL BE BMT FROM 4"SF AND ABOVE, RIGID STEEL WHERE SUBJECT TO PHYSICAL DAMAGE OR AS NOTED, CONDUIT BELOW GRADE SHALL BE SCH 40 PVC OR AS NOTED.	
4. COAT EXPOSED THREADS OF RIGID STEEL CONDUIT WITH ZRC COLD GALVANIZING COMPOUND TO PREVENT CORROSION.	

VICINITY MAP - NOT TO SCALE	
AA EVSE INSTALLATION LOCATION	
0.00 Miles 1:2,658	

REVISIONS	BY
0 INITIAL RELEASE	SH
1 CITY CORRECTIONS	SH

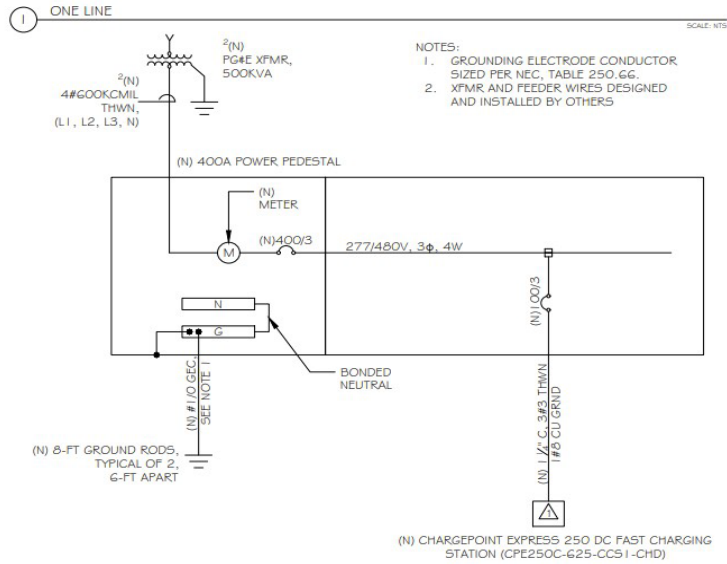
PHIL HAUPT ELECTRIC
LICENSE # 102840
5098 FOOTHILLS BLVD
SUITE 3-308
ROSEVILLE, CA 95747

THIS IS A DESIGN-BUILD PROJECT AND THE WORK SHOWN ON THESE PLANS HAS BEEN DESIGNED AND WILL BE INSTALLED BY PHIL HAUPT ELECTRIC, INC. REFERENCE 2019 CEC & BUSINESS AND PROFESSIONS CODE SECTION 673.A.

ELECTRIC VEHICLE CHARGING STATION INSTALLATION
CITY OF AUBURN
MAGNOLIA AVE & TENNIS WAY
AUBURN 95603

DATE	7/1/20
SCALE	AS NOTED
DRAWN	SH
JOB	CITY OF AUBURN
SHEET	C1.0
1 OF 5	

Figure 3: Sample Final Site Design for EV Infrastructure Page 2



2 VOLTAGE DROP CALCULATION SCALE: NTS

VOLTAGE DROP WORKSHEET [SUPPLEMENT TO FORM NRCC-ELC-01-E (REFERENCE DOCUMENT #1)]

$$VD = I \times L \times (\text{CIRCUIT FACTOR}) \times \text{OHMS/KLF}$$

*CIRCUIT FACTOR = 1.73(3P) AND 2 (1P)
 1000 x # CONDUCTORS/PHASE

CIRCUIT #	KVA	VOLTS	PHASE	AMPS	1-WAY CIRC. LENGTH (FEET)	WIRE SIZE	COND. PHASE	A/C OHMS/KLF	VOLTS DROP	%V.D.	% ALLOWED
EV #1	62500	480	3	75.2	10	#3	1	0.24	0.31	0.07	5

3 PANEL SCHEDULE SCALE: NTS

PANEL 'EV'	DESCRIPTION: POWER PEDIestal	AIC RATING: 10,000A	MOUNTING: GROUND-MOUNT							
		ENCLOSURE: NEMA-3R	SUPPLY FROM: UTILITY							
SERVICE: 277/480V, 3PH, 4W + G		SUPPLY FROM: SERVICE UTILITY								
		MAINS: 400A BUS								
POLE	LOAD DESCRIPTION	A	CB	CONNECTED-VA	PH	CONNECTED-VA	CB	A	LOAD DESCRIPTION	POLE
1				20,833	A	20,833				2
3				20,833	B	20,833	100/3	C	EV CHARGER 1	4
5				20,833	C	20,833				6
7					A					8
9					B					10
11					C					12
13					A					14
15					B					16
17					C					18

PHASE TOTALS			LOAD SUMMARY (VA @ 208V)			
PHASE	VA	AMPS	CONNECTED	DESIGN FACTOR	DESIGN (VA)	DESIGN (AMPS)
A-N	20,833.3	75.2	-	100%	-	-
B-N	20,833.3	75.2	62,500	125%	78,125	94
C-N	20,833.3	75.2	-	100%	-	-
			TOTAL		78,125	94

*C-CONTINUOUS LOAD (≤3 HRS PER NEC 100), M=MOTOR, N=NON-CONTINUOUS, P=SUBPANEL, R=RECEPTACLE

REVISIONS	BY
0 INITIAL RELEASE	SH
1 CITY CORRECTIONS	SH

PHIL HAUPT ELECTRIC
 LICENSE # 1508340
 5098 FOOTHILLS BLVD
 SUITE 3-308
 ROSELAKE, CA 95247

THIS IS A DESIGN-BUILD PROJECT AND THE WORK SHOWN ON THESE PLANS HAS BEEN DESIGNED AND WILL BE INSTALLED BY PHIL HAUPT ELECTRIC. SEE REFERENCE 2019 CBC & BUSINESS AND PROFESSIONS CODE SECTION 4737.3.

ELECTRIC VEHICLE CHARGING STATION INSTALLATION
 CITY OF AUBURN
 MAGNOLIA AVE & TENNIS WAY
 AUBURN 95603

DATE: 7/1/20
 SCALE: AS NOTED
 DRAWN: SH
 JOB: CITY OF AUBURN
 SHEET: **E1.0**
 2 OF 5

Figure 4: Sample Final Site Design for EV Infrastructure Page 3

1 FULL SITE PLAN

Scale: 0:005372



D SHEET

ADA NOTES:

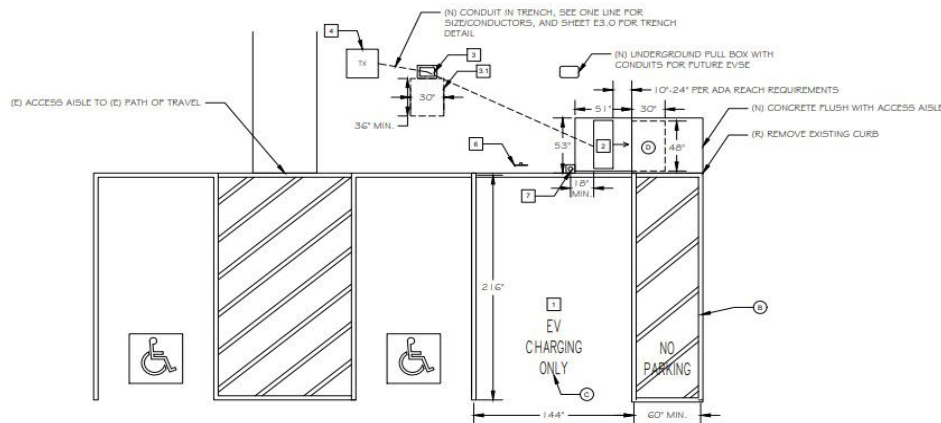
- A. INSTALLATION COMPLIES WITH THE 2019 CALIFORNIA BUILDING CODE (CBC) ACCESSIBILITY REQUIREMENTS, PARTICULARLY CHAPTER 11B SECTIONS 228.2 AND 812.
- B. PROVIDE NEW ADA ACCESS AISLE. THE WORDS "NO PARKING" TO BE PAINTED ON THE SURFACE WITHIN THE ACCESS AISLE IN CONTRASTING LETTERS 1 2" IN HEIGHT. STRIPING TO BE PAINTED IN WHITE 4" THICK AND A MAXIMUM OF 36" O.C., PER CBC 11B-812.7.2. VEHICLE SPACES AND ACCESS AISLES SERVING THEM SHALL COMPLY WITH SECTION 11B-302. ACCESS AISLES SHALL BE AT THE SAME LEVEL AS THE VEHICLE SPACE THEY SERVE. CHANGES IN LEVEL, SLOPES EXCEEDING 1:48, AND DETECTABLE WARNINGS SHALL NOT BE PERMITTED IN VEHICLE SPACES AND ACCESS AISLES, PER 11B-812.3.
- C. "EV CHARGING ONLY" LETTERING ON PARKING SPACES TO BE PAINTED IN WHITE 1 2 INCHES IN HEIGHT.
- D. 30" X 48" MINIMUM CLEAR GROUND SPACE, PER CBC 11B-305.3.
- E. PER CBC 11B-812.5.4, VEHICLE SPACES AND ACCESS AISLES SHALL BE DESIGNED SO THAT PERSONS USING THEM ARE NOT REQUIRED TO TRAVEL BEHIND VEHICLE SPACES OR PARKING SPACES OTHER THAN THE VEHICLE SPACE IN WHICH THEIR VEHICLE HAS BEEN LEFT TO CHARGE.
- F. PER CBC 11B-309.4, "GAS PUMP NOZZLES AND ELECTRIC VEHICLE CONNECTORS SHALL NOT BE REQUIRED TO PROVIDE OPERABLE PARTS THAT HAVE AN ACTIVATING FORCE OF 5 POUNDS (22.2 N) MAXIMUM. REACH RANGES SHALL COMPLY WITH FORWARD REACH AND SIDE REACH REQUIREMENTS, PER 11B-308".
- G. WHERE EV SPACES AND ACCESS AISLES ARE MARKED WITH LINES, MEASUREMENTS SHALL BE MADE FROM THE CENTERLINE OF THE MARKINGS, PER CBC 11B-812.1.
- H. VEHICLE SPACES, ACCESS AISLES SERVING THEM, AND VEHICULAR ROUTES SERVING THEM SHALL PROVIDE A VERTICAL CLEARANCE OF 98 INCHES MINIMUM. WHERE PROVIDED, OVERHEAD CABLE MANAGEMENT SYSTEMS SHALL NOT OBSTRUCT REQUIRED VERTICAL CLEARANCE. CBC 11B-812.4

INSTALLATION NOTES:

1. CONVERT TWO EXISTING PARKING SPACES TO NEW VAN ACCESSIBLE EVCS SPACE, COMPLETE WITH ACCESS AISLE AND SIGNAGE. REFER TO DETAIL 1 FOR DIMENSIONS. REFER TO 2019 CALIFORNIA BUILDING CODE (CBC) CHAPTER 11B SECTIONS 228.3 AND 812 FOR ACCESSIBILITY REQUIREMENTS.
2. (N) CHARGEPOINT EXPRESS 250 DC FAST CHARGING STATION (CPE250C-625-CC51-CHD) ON (N) 5'1" X 5'1" CONCRETE PAD, 2" MAX. ABOVE TOP OF GRADE.
3. (N) POWER PEDESTAL ON (N) CONCRETE PAD. SEE PAD DETAIL ON SHEET E3.0 AND SPECIFICATIONS ON SHEET E4.0.
 - 3.1. POWER PEDESTAL WORKING CLEARANCE OF 36" MINIMUM REQUIRED IN FRONT, PER NEC 110.26.
4. (N) PG4E TRANSFORMER, INSTALLED BY OTHERS.
5. CONTRACTOR TO PROVIDE TRENCHING OR DIRECTIONAL BORING AS APPROPRIATE FOR NEW UNDERGROUND CONDUITS TO POWER PEDESTAL. CONTRACTOR TO FIELD ROUTE ON SITE, PATH SHOWN ON DRAWING FOR DEMONSTRATION OF CONCEPT. CONTRACTOR SHALL PERFORM UTILITY LOCATE SERVICE PRIOR TO COMMENCEMENT OF WORK. CALL 811 BEFORE DIGGING.
6. PROVIDE POLE MOUNTED EV AND VAN ACCESSIBLE SIGNAGE. REFER TO SHEET E3.0 FOR SIGNAGE REQUIREMENTS.
7. (N) 4"Ø STEEL BOLLARD IN CONCRETE FOR MECHANICAL PROTECTION.

2 NEW EV PARKING SPACE LAYOUT

Scale: 1/4" = 1'-0"



REVISIONS	BY
0 INITIAL RELEASE	SH
1 CITY CORRECTIONS	SH

PHIL HAUPT ELEC TRIC
 LICENSE # 1026540
 5098 FOOHILLS BLVD
 SUITE 3-358
 ROSDALE, CA 90747

THIS IS A DESIGN-BUILD PROJECT AND THE WORK SHOWN ON THESE PLANS HAS BEEN DESIGNED AND WILL BE INSTALLED BY PHIL HAUPT ELEC TRIC, INC. REFERENCE 2019 CBC & BUSINESS AND PROFESSIONS CODE SECTION 672.3.



ELECTRIC VEHICLE CHARGING STATION INSTALLATION
 CITY OF AUBURN
 MAGNOLIA AVE & TENNIS WAY
 AUBURN 95603

DATE	7/1/20
SCALE	AS NOTED
DRAWN	SH
JOB	CITY OF AUBURN
SHEET	E2.0
	3 OF 9



15 Appendix F - Authority Having Jurisdiction Checklist

The below checklist includes examples of the type of information related to permitting and installation of Electric Vehicle Service Equipment (EVSE) that your local Authority Having Jurisdiction (AHJ) may ask for as part of securing electrical and/or building permits. This checklist is for your reference only and contains some of the technical aspects of EVSE installations you may be asked to describe as part of obtaining permits.

You may look up your local AHJ and learn more about their process with this [California Electric Vehicle Charging Station Permit Streamlining Map](#).

Job Address:

- Single-Family Multi-Family (Apartment) Multi-Family (Condominium)
- Commercial (Single Business) Commercial (Multi-Businesses)
- Mixed-Use Public Right-of-Way

Location and Number of EVSE to be installed:

Garage ____ Parking Level(s) ____ Parking Lot _ Street Curb _

Description of Work:

Applicant Name:

Applicant Phone & email:

Contractor Name:

License Number & Type: Contractor Phone & email:

Owner Name:

Owner Phone & email:

EVSE Charging Level: Level 1 (120V) Level 2 (240V) Level 3 (480V)

Maximum Rating (Nameplate) of EV Service Equipment = __ kW

Voltage EVSE = ____ V Manufacturer of EVSE: ____

Mounting of EVSE: Wall Mount Pole Pedestal Mount Other ____

System Voltage:

120/240V, 1 ϕ , 3W 120/208V, 3 ϕ , 4W 120/240V, 3 ϕ , 4W

277/480V, 3 ϕ , 4W Other _____

Rating of Existing Main Electrical Service Equipment = ____ Amperes

Rating of Panel Supplying EVSE (if not directly from Main Service) = ____ Amps
Rating of Circuit for EVSE: __ Amps / ____ Poles

AIC Rating of EVSE Circuit Breaker (if not Single Family, 400A) = _ A.I.C.

(or verify with Inspector in field)

Specify Either Connected, Calculated or Documented Demand Load of Existing Panel:

- Connected Load of Existing Panel Supplying EVSE = _____ Amps
- Calculated Load of Existing Panel Supplying EVSE = _____ Amps
- Demand Load of Existing Panel or Service Supplying EVSE = _____ Amps

(Provide Demand Load Reading from Electric Utility)

Total Load (Existing plus EVSE Load) = _____ Amps

EVSE Rating _____ Amps $\times 1.25 =$ _____ Amps = Minimum Ampacity of EVSE Conductor = # _____
_____ AWG