



# RESIDENTIAL EV CHARGING STATION REBATE PROGRAM APPLICATION

**WATER AND POWER**

BurbankWaterAndPower.com | Customer Service: (818) 238-3730 | bwpevs@burbankca.gov

Residential customers may receive rebates to offset some of the costs of purchasing and installing Level 2 EV charging stations at their residence, including some of the electric panel upgrade costs.

You may apply for a rebate for up to two Level 2 charging stations per customer per residence, including rebates you previously received. Please do not apply if you have already received a BWP rebate on two charging stations.

Please review all terms and conditions of the program before applying. Additional information about the program and this application is available at [www.BurbankWaterandPower.com/electric-vehicles/residential-ev-charger-rebate](http://www.BurbankWaterandPower.com/electric-vehicles/residential-ev-charger-rebate).

## Rebates

The following maximum rebate amounts are available per charging station:

- Enhanced rebate amounts are available to residents of disadvantaged communities, as defined by CalEPA (see instructions below).
- Charging stations are considered “smart” if they have Wi-Fi/network capability with an active subscription to a qualified EV charging network. “Standard” charging stations do not have Wi-Fi/network capability.
- If you need to upgrade your electric panel to serve the new charging station, you may also qualify for an added incentive to offset some of the related costs.
- If you are applying for two charging station rebates (or a second charging station rebate), please provide a copy of an active DMV registration for a plug-in EV (plug-in hybrid or battery electric EV) showing the address where the charging stations are installed.
- Please note that EV charging installation costs incurred in compliance with the California Green Building Standards Code (CalGreen) are not eligible. If building permits for your residence were filed after December 31, 2012, costs for panel capacity increase and dedicated conduits should not be included. If you need assistance to determine if this applies to your residence, please submit the CalGreen Check Request available at [www.BurbankWaterandPower.com/electric-vehicles/residential-ev-charger-rebate](http://www.BurbankWaterandPower.com/electric-vehicles/residential-ev-charger-rebate).

	DACs	Non-DACs
Standard Charging Station	\$300	\$200
Smart Charging Station	\$600	\$500
Panel Upgrade	+\$900	+\$750
<b>Maximum Available Rebate</b>	<b>\$1,500</b>	<b>\$1,250</b>

## Five steps to install a charging station and apply for a rebate:

Hire a licensed electrician to plan the installation of your charging station(s) and determine if you need a panel/circuit upgrade.

- If your electrician determines that your residence needs a panel upgrade, contact BWP’s Service Planning at (818) 238-3575 to determine if the BWP infrastructure serving your residence has enough capacity, or if an upgrade is needed.
- Purchase the charging station. Be sure that the charging station meets all technical requirements to qualify for a rebate. Please review the program’s standard terms and our FAQs at [www.BurbankWaterandPower.com/electric-vehicles/residential-ev-charger-rebate](http://www.BurbankWaterandPower.com/electric-vehicles/residential-ev-charger-rebate) for additional technical requirements.
- Have your licensed electrician install the charging station and any panel/circuit upgrades needed. Make sure your electrician obtains all required permits and that your installation passes inspection from Burbank’s Building & Safety Division.
- Apply for a rebate by filling out the application and including copies of proper documentation. Download the application at [www.BurbankWaterandPower.com/electric-vehicles/residential-ev-charger-rebate](http://www.BurbankWaterandPower.com/electric-vehicles/residential-ev-charger-rebate). Mail your application and all required documentation to:

BWP Conservation  
Attn: Residential EV Charging Station Rebate Program  
P.O. Box 631 Burbank, CA 91503

- You may also submit your application in person at BWP’s office: 164 W. Magnolia Blvd., Burbank, CA 91502

## Application

Please complete this application and include copies of all required documentation for your EV charging station(s). You must use the services of a licensed electrician to complete the installation with all required permits from the City of Burbank before submitting this application.

### 1. BWP ACCOUNT AND RESIDENCE INFORMATION

This section must match the BWP account information shown on your BWP bill for the residence where the charging station(s) are installed.

Customer Name:	BWP Account Number:		
Service Address:	City:	State:	Zip:
Mailing Address (if different from service address):			
	City:	State:	Zip:
Select Charging Segment (check one):	Single-family Residence	Multi-family Residence	

### 2. LICENSED ELECTRICIAN

Please provide the contact information for the licensed electrician responsible for deploying the charging station(s) and the electric infrastructure.

Electrician Business Name:	State License #:		
Primary Contact Name:	Title:		
Phone: (        )	Email:		
Mailing Address:	City:	State:	Zip:

### 3. REBATE PAYMENT

You may assign the rebate payment to a single third party. If you assign the rebate, the third party will receive the rebate payment, but you will remain responsible for meeting all the program requirements.

#### Choose Option 1 or Option 2

- |          |   |   |
|----------|---|---|
| Option 1 | Send rebate payment to BWP account holder at: (check one) | Service Address<br>Mailing Address          |
| Option 2 | Send rebate to the following third party: (check one)     | Electrician<br>Other payee identified below |

Complete this section if you've selected Option 2 and would like to assign the rebate payment to a third party different from the electrician identified in Section 2.

Payee's Business Name (or First & Last Name):			
Primary Contact Name:	Title:		
Phone: (        )	Email:		
Mailing Address:	City:	State:	Zip:

#### 4. PAYEE TAX INFORMATION

Please provide the tax information for the recipient of the rebate payment, either the BWP customer shown in Section 1 or the payee shown in Section 3 (if you choose to assign the rebate payment).

##### Payee Type

Individual/Sole Proprietor  
*(if checked, you will only need to provide your W-9)*

Corporation  
Limited Liability Corporation

Limited Partnership  
Other (describe)

Federal Employer Identification Number: \_\_\_\_\_

California Business Entity ID: \_\_\_\_\_

#### 5. THIRD-PARTY COMMUNICATIONS

Please let us know if we may communicate directly with any other third parties. You may skip this section if the individual identified in Section 2 will be the only point of contact.

I authorize BWP to communicate directly with the following third parties about this application, rebate payment status, and any related deployment of charging stations:

Electrician identified in Section 2  
Payee identified in Section 3

#### 6. THIRD-PARTY FINANCIAL INCENTIVES

I understand that BWP may collect and review public information in connection with any third-party financial incentives. Failure to report such incentives may result in forfeiting all rebates under the Program and may require repayment of any rebates previously paid by BWP on demand.

##### I hereby certify that (check one):

No third-party financial incentives have been received or are anticipated to be received in connection with the purchase and installation of the charging station(s) identified in this application

A total of \$ \_\_\_\_\_ in third-party financial incentives have been received or are anticipated to be received in connection with the purchase and installation of the charging station(s) identified in this application

#### 7. CHARGING STATION COSTS AND REBATE AMOUNTS

##### 7.1 Previous BWP EV Charging Station Rebates

You may apply for a rebate for up to two Level 2 charging stations per residence per customer.

Please check one:      I have previously received a rebate from BWP for a charging station at my current residence. I am applying for a second charging station rebate  
I have never received a rebate from BWP for a charging station at my current residence

##### 7.2 Charging Station Costs

- EV charging installation costs incurred in compliance with CalGreen are not eligible under the program. For more information, please review the FAQs.
- Please complete the table as follows:
  1. Include the actual cost for the charging station(s) (hardware) in (A) and/or (B), as applicable.
  2. Include actual installation costs (any eligible costs other than the actual charging stations) in (C), including panel upgrade costs.
  3. Sum up your actual costs from (A) through (C) in (D).
  4. Show the total third-party financial incentives from Section 1 in (E)
  5. Subtract (E) from (D) to show your Net Cost in (F)

	Amounts
Charging Station #1	(A) \$
Charging Station #2	(B) \$
Installation	(C) \$
Total Actual Costs (A)+(B)+(C)	(D) \$
Third-party Financial Incentives	(E) \$
Net Cost (D)-(E)	(F) \$

### 7.3 Maximum Rebate Amount

- Charging stations are considered “smart” if they have Wi-Fi/network capability with an active subscription to a qualified EV charging network “Standard” charging stations do not have Wi-Fi/network capability.
- Please complete the table below as follows:
  1. Verify if your residence is located in a Disadvantaged Community or in a Non-disadvantaged Community at <https://oehha.maps.arcgis.com/apps/instant/minimalist/index.html?appid=b2a617f0e8984f3b96d8156bf968a36d>. Enter your address in the upper right section of the map.
    - a. If your residence is located in an area shaded in red (CalEnviroScreen 4.0), select **Option 1** below.
    - b. If your residence is located in an area shaded in any color other than red, select **Option 2** below.
  2. Specify if you are applying for a rebate for one or two charging stations.
  3. Specify if you are applying for a Panel Upgrade Incentive.
  4. Add the maximum rebate amount from column (G) to (H) for each applicable row.
  5. Sum up amounts in (I) on the Total line.

Charging Station Type (Level 2, only)		Max. Rebate Amount (G)	Total (H)
<b>Option 1: Disadvantaged Communities</b>			
<b>Charging Station #1</b>	• Standard	<b>\$300</b>	<b>\$</b>
	• Smart	<b>\$600</b>	<b>\$</b>
<b>Charging Station #1</b>	• Standard	<b>\$300</b>	<b>\$</b>
	• Smart	<b>\$600</b>	<b>\$</b>
<b>Panel Upgrade Incentive</b>		<b>\$900</b>	<b>\$</b>
<b>Maximum Rebate Amount</b>			<b>(I) \$</b>

Charging Station Type (Level 2, only)		Max. Rebate Amount (G)	Total (H)
<b>Option 2: Non-disadvantaged Communities</b>			
<b>Charging Station #1</b>	• Standard	<b>\$200</b>	<b>\$</b>
	• Smart	<b>\$500</b>	<b>\$</b>
<b>Charging Station #1</b>	• Standard	<b>\$200</b>	<b>\$</b>
	• Smart	<b>\$500</b>	<b>\$</b>
<b>Panel Upgrade Incentive</b>		<b>\$750</b>	<b>\$</b>
<b>Maximum Rebate Amount</b>			<b>(I) \$</b>

#### 7.4. Charging Station Rebate Request

Compare the Net Cost **(F)** you calculated in Section 7.2 to the Maximum Rebate Amount **(I)** you calculated in Section 7.3:

1. If the Net Cost is more than the Maximum Rebate Amount, enter the Maximum Rebate Amount in **(J)** below.
2. If the Net Cost is less than the Maximum Rebate Amount, enter the Net Cost in **(J)** below.

**Total Charging Station Rebate Amount Requested** (the lesser of **(F)** or **(I)**) **(J) \$**

#### 8. REQUIRED DOCUMENTATION

Please submit the following documentation:

This application, completed and signed

Itemized invoices and proof of payment. The invoices must show the name, address, and telephone number of the licensed contractor, state license number, installation address, itemized installation costs, and itemized EV charging station information (including make, model number, and quantity) that matches contracts and any financial incentives received

W-9, completed and signed (available at [www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)), if applicable

Copy of all “finaled” permits (issued after passing a charging station[s] installation inspection). If you apply for a Panel Upgrade Incentive, please also include your “finaled” panel upgrade permit.

Active DMV registration for one qualifying EV showing the same Service Address identified in Section 1 of this application (if you are applying for a rebate on two charging stations or on a second charging station for your current residence)

Pictures (in color and showing clearly the required information):

Device nameplate for each charging station installed, including serial number, model number, manufacture date, and certification mark from a nationally recognized testing lab (NRTL), such as Underwriters Labs (UL) or Intertek/Electrical Testing Laboratories (ETL)

Each installed charging station

#### 9. APPROVAL

By signing this form, I certify that I have read and understood the terms and conditions of the Residential EV Charging Station Rebate Program. I certify that the information and documentation I have provided are true and correct.

Customer Name: \_\_\_\_\_

BWP Account Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### TIME OF USE BILLING AGREEMENT FOR ELECTRIC VEHICLE OWNERS

I, the undersigned, am a residential electric customer of Burbank Water and Power (BWP) and request participation in BWP's time-of-use (TOU) rate for EV owners.

I understand that by enrolling for the TOU rate for EV owners, I am required to continue participation for a period of no less than twelve (12) months from the enrollment date. I also understand that at the conclusion of those twelve months, I will automatically continue my participation in the BWP TOU rate for EV owners unless I contact BWP to cancel my participation.

By signing this form, I certify that I have read and understood the terms and conditions of the BWP's TOU rate for EV owners. I agree to maintain participation in the rate plan for no less than twelve (12) months from my enrollment date.

Customer Name: \_\_\_\_\_

BWP Account Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For questions, please contact BWP Conservation at **(818) 238-3730**, or email **[BWPConservation@burbankca.gov](mailto:BWPConservation@burbankca.gov)**.