

**Multi-Unit Dwelling
EV Charging Station
Pilot Rebate Program**



The City of Santa Monica, Office of Sustainability & the Environment is sponsoring the **Multi-Unit Dwelling (MUD) Electric Vehicle Charging Station Pilot Rebate Program** to support residents switching to electric vehicles. Through the pilot program, the City is offering generous rebates to offset the station and installation costs. The rebates offered in by this program will be issued on a **first-come, first-served basis**.

Program Overview

Who Can Apply?	Project Type	Maximum Rebate Amount
<ul style="list-style-type: none"> Residents of MUDs MUD Property Owners / Managers Homeowners Associations All buildings must have 3 or more units 	<ul style="list-style-type: none"> (1) Single-Port Station (Level 1 or 2) 	<p><u>STANDARD REBATE</u></p> <p>100% of Charging Station Cost (up to \$500) + 75% of Installation Costs (up to \$3,000)</p>
	<ul style="list-style-type: none"> (1) Dual-Port Station (2) Single-Port Stations Low-Income Applicants (see Low-Income Eligibility Form) 	<p><u>INCREASED REBATE</u></p> <p>100% of Charging Station Cost (up to \$500 for 1 station or up to \$800 total for 2 stations) + 100% of Installation Costs (up to \$3,000 total)</p>

Eligible Costs for Rebate	Ineligible Costs For Rebate
<ul style="list-style-type: none"> EV charging station equipment (Level 1 & Level 2) Electrical Upgrades (ex: upgrading to a new panel, reconfiguring the current panel to provide more breaker space, adding a sub-panel, adding a separate panel from the existing service, utility service upgrades) Installation & Labor Costs (ex: cost estimates, electricians hourly rate, trenching, conduit, boring, ADA compliance) 	<ul style="list-style-type: none"> EVs & EV upgrades Electricity usage Level-3 or DC "Fast" Chargers Parking upgrades (ADA) Inspection Corrections

Additional Information and Requirements

- Due to limited program funding, there is a limit of 1 rebate application per multi-unit dwelling
- The person or company receiving the rebate check will need to submit a W-9
- The person or company receiving the rebate check will receive a Form 1099-MISC if the rebate amount given is more than \$600
- Installation must be of a single-port or dual-port Level 1 or Level 2 EV charger
- Chargers must utilize the SAE J1772 charging plug and must be new and unused; certified by Underwriters Laboratories Inc. (UL Listed)
- The EV charging station must be installed by a licensed and insured contractor at the Santa Monica address provided and in the location specified on the approved EVSE permit
- Installation projects must be completed and inspected within **1 month** after you are emailed your approved rebate amount

REBATE APPLICATION STEPS

Step 1: Review the Program requirements and details to confirm eligibility. Complete your online application [here](#).

You will be notified via email if your application is approved and your rebate funding has been reserved. If you are eligible for the enhanced incentive for low-income applicants, please send a complete [Low-Income Eligibility Form](#) to environment@smgov.net (*subject line: MUD Rebate – Income Eligibility, Last Name*)

Step 2: Obtain cost estimates from two (2) licensed contractors for the installation costs.

- Must be submitted **within two weeks** of the notification of your rebate application being approved
- Cost estimates should include the following contractor/company information:
 - Contractor name, address, and contact information
 - City of Santa Monica business license #
 - Installation address
 - Projected installation date
 - Estimated number of hours (labor cost)

Step 3: Submit your project proposal within two weeks of the notification of your reserved rebate funding, including the following items:

- Site sketch plan that illustrates the size of the off-street parking space, where the EV charging station(s) will be installed, and where the power source is located
- Floor Plan
- Wiring Diagram of the electrical system

- Photo of the off-street parking space (equipment must be installed outside the parking stall (typically 8.5' x 18'). Stall sizes may vary.
- EV charger(s) make, model number(s), and cost
- Itemized list of materials to be used in the installation project
- Letter of approval from the property owner/HOA/building management company to apply for the rebate, purchase the EV charging station, and install the charger to your off-street parking space

*Please send the above materials via email to environment@smgov.net (**subject line: MUD Rebate – Project Proposal, Last Name**), or submit a hard copy in-person to 1717 4th St. Suite 100, Santa Monica, CA 90401.*

Step 4: Fill out & submit an [Electric Vehicle Service Equipment \(EVSE\) Installation permit application](#) **within 2 weeks** once you have been notified that your site plan sketch and parking space photo have been approved. **Begin the installation of your EV charging station(s) once you receive your EVSE installation permit.**

- Projects must be completed **within 1 month** after you receive your EVSE installation permit
- Include a site plan and floor plan showing the precise location of all proposed EVSE on the property, as well as a wiring diagram of the system
- Residents must submit a completed eligibility checklist demonstrating compliance with criteria

Step 5: Schedule an inspection of your newly installed EV charging station with the City of Santa Monica Building & Safety Division [here](#).

Step 6: Submit your final proof of inspection from Building & Safety, receipt, invoice or proof of payment of the charging equipment and installation costs

- Designated payee information (the person receiving the rebate check) should include:
 - Name, address, phone, & email
 - Designated payee Form W-9 (submit via mail, email, or in-person)
- Building management companies & property owners that apply must provide the following:
 - Copy of the property tax bill
 - Articles of incorporation certified by the Secretary of State
 - Completed Form W-9 in the corporations name

*Please email proof of inspection, proof of payment, and designated payee info and [Form W-9](#) **within 2 weeks** of your final inspection date to environment@smgov.net (**subject line: MUD Rebate – Final Docs, Last Name**)*

Step 7: Receive your rebate check!

- The City will issue the rebate check to your designated payee. Please allow a 2-6 weeks for your rebate check to be processed and issued.

Checklist of Required Documents to Submit Before Receiving Your Rebate Check

- ✓ 2 cost estimates for the EV charging station equipment & installation from licensed electricians
- ✓ Project Proposal: site sketch plan, photo of parking space, floor plan, & wiring diagram of electrical system, property owner approval letter
- ✓ EVSE Installation Permit Application
 - Completed Eligibility Checklist demonstrating compliance with criteria
 - Project plans - site plan and floor plan, wiring diagram of the system
- ✓ Final Proof of Inspection from Building & Safety
- ✓ Final Proof of Payment, Receipt, or Paid Invoice
- ✓ Designated Payee Contact Information & Tax Documents (Form W-9)

Frequently Asked Questions

1. Why should I install an EV charging station in my multi-unit dwelling parking spot?

Having your own EV charging station in your multi-unit dwelling is the most convenient way to charge your EV. Unlike public EV charging stations, you can charge your EV whenever you want- without time restrictions, added charging fees, or competition from other EV drivers. Having your own EV charging station also gives you the opportunity to charge your vehicle at night or in the morning where you can utilize off-peak electricity usage rates, saving you money on your electricity bill.

2. I live in a single-family household in Santa Monica and I want to install an EV charging station. Can I apply for a rebate?

Unfortunately, this pilot rebate program is only offered to residents, property owners, & HOAs of multi-unit dwellings in Santa Monica. Please make sure your building is a multi-unit dwelling (three or more housing units) before starting your rebate application to ensure there are no complications with your application.

3. There are a lot of different EV charging station “types” out there. What stations are eligible under this program?

This pilot rebate program allows all types of EV charging stations. Free standing, wall mounted, dual port, single port, pedestals, “smart” chargers, or “dumb” (non-networked) EV charging stations are all eligible under the program. Typically, applicants will choose to install a Level 2 charging station since it charges vehicles about twice as fast as level 1 charging stations.

4. What are the typical costs of an EV charging station & its installation?

Level 1 EV Charging Station

Unit costs: \$300-\$600

Installation cost range: \$0-\$1,000

All EV models come with a basic chord that will plug into a 120V outlet. This is the standard outlet for buildings in the U.S. Assuming you already have a 120V outlet in your home or building, this option is essentially free. Check with your landlord, building management, or HOA to see if you can use your multi-unit dwelling garage’s 120V outlet. If not, with the permission of your landlord, building management, or HOA, you may need to look into installing a 120V electrical outlet so that you can plug in your cord set.

Level 2 EV Charging Station

Unit costs: \$500-\$700

Installation cost range: \$600-\$12,700

Level 2 EV charging stations typically have higher equipment and installation costs. The main factors that increase the costs of the unit and its installation include electrical work (panel, new/upgraded service) and trenching/boring work.
Source: cleancities.energy.gov

5. Do I need permission from my property owner or HOA before installing an EV charging station?

Yes, property owner verification is required at the time you submit your EVSE permit application. Property owner verification can be provided by signature on the permit application, or a letter of authorization if permit application is submitted by an agent of the property owner. If owned by an LLC or partnership, documentation verifying signatory of application as President, CEO, or other authorized agent is required.

6. How do I choose a contractor for my installation project?

It is the responsibility of the applicant to reach out to TWO licensed and insured electricians for cost estimates for the EV Charging station and its installation. Make sure you ask the electricians if they have experience/references working with & installing EV charging stations in multi-unit dwellings.

7. Can I purchase & install an EV charging station before I apply?

Unfortunately, this pilot rebate program requires applicants to follow the rebate application steps in the order they are listed.

8. Will there be more rebate funding coming?

We hope so. The plan is to take lessons learned from this pilot program and apply them to a future rebate program when additional funding becomes available.

9. I have a question not included in this FAQ section. Who should I contact?

Please feel free to email environment@smgov.net all questions and concerns that you may have (**subject line: MUD Rebate Program**). We will do our best to respond to you in a timely manner.

For more information on EVs and EV charging in Santa Monica, visit www.smgov.net/electricvehicles.