

Assisting public organizations
and businesses in LA County with
EV charging station installation

LA County EV Program

Transitioning to Electrified Transportation

LA County is committed to environmentally sustainable clean energy and transportation. An important step to reach our goals is the widespread adoption of electric vehicles (EVs), and a key element of this step is the rapid deployment of EV charging stations across Los Angeles.

In addition to deploying EV charging stations at County facilities, LA County provides free assistance to public and private sector organizations like yours to help you deploy EV charging stations at:

- LA County departments
- Other public sector agencies
- Businesses
- Properties such as commercial and multi-tenant housing



LA County's Program can assist So Cal Edison customers with leveraging SCE's Charge Ready Program.

SCE Charge Ready Program

Southern California Edison's Charge Ready Program assists businesses and property owners with deploying the infrastructure and equipment necessary to support EV charging stations. Charge Ready helps by providing financial incentives, infrastructure, and technical support to make it easier and more affordable for SCE's customers to meet the growing demand for clean energy charging options from customers, employees, communities and tenants.

SCE services include:

- Technical assistance for siting the charging equipment, access to experts, and other resources to help move each project forward
- Rebates to help offset the price for the purchase and installation of qualified EV charging stations
- No- or low-cost infrastructure to support charging equipment

See [sce.com/evbusiness/chargeready](https://www.sce.com/evbusiness/chargeready) for additional information

LA County's Role

While there are many benefits to the Charge Ready Program, successfully applying can be confusing and complex. By leveraging LA County's experience with the Charge Ready Program, we can help your organization improve the chances that your EV charging project application is approved by SCE. Working with you and SCE, we also help you achieve a timely and successful EV charging station installation.

LA County's Internal Services Department (ISD) Energy and Environmental Service (EES) spearheads the EV Program. With over 700 chargers installed, EES's team members are experts in EV charger planning and installation.

EES free services include assistance with:

- Providing an overview of the Charge Ready process
- Project planning
- Application submission
- Project management implementation

Through partnership, we all can meet our sustainability and clean transportation goals.

The Three Phases of EV Charging Station Installation

1

Initiation and Design

During this phase, you determine what you will submit to SCE. This is often the most challenging phase for first time applicants. EES can:

- Discuss your plans and answer your questions
- Conduct a site walk with you and provide guidance on your planned installation
- Make suggestions to successfully meet SCE's application criteria.
- Assist in identifying submission requirements and finalizing your application

2

Construction

The construction phase requires coordination with a variety of project participants. EES can:

- Assist with project management
- Review SCE infrastructure design
- Assist with identifying and requesting permits and easements
- Participate in construction meetings as needed
- Assist with site inspections, EV charging station ordering and delivery

3

Installation, Commission and Handover

During this final phase the charging stations are installed and commissioned (activated). The new charging stations are registered with the appropriate charging websites for public awareness and information, and you are now doing your part to support the transition to clean transportation. EES can help you accomplish each of these steps, as needed, and meet your project timelines.

Next Steps

Visit the ISD EV Charger page: <http://isd.lacounty.gov/electric-vehicles-and-charging-stations>

Contact LA County's EES Team: EVProgram@isd.lacounty.gov

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SCE Charge Ready Program Steps for Electric Vehicle Charging Stations

Customer Steps

Initiation and Design Phase

Process Steps	Date	Initial
A1. Contact EVSE Manager		
A2. Complete and Return Form		
A2.1 Identify Facilities Contacts		
A3. Review and Accept EES Proposed EVSE Installation Plan (Department Head sign-off)		
A3.1 Attend SCE Site Assessment		
A3.2 Sign ISD Service Level Agreement		
A3.3 Accept SCE Conceptual Design		

Construction Phase

A4. Confirm Pre-Con Meeting		
A5. Participate in Pre-Con Meeting		

Install, Commission and Handover Phase

A6. Confirm Final Walk-Through		
A7. Participate in Final Walk-Through		
A8. Begin Service		
A8.1 Coordinate with EES for Meter Start-Up		

EVSE Manager Steps

Initiation and Design Phase

Process Steps	Date	Initial
B1. Send EVSE Request Form to Customer		
B2. Process Form		
B3. Send to EES Project Manager		
B3.1 Discuss Implementation Pathway and Secure Funding		
B3.2 Identify Meter and Ownership (if leased, get their approval)		
B3.3 Notify CEO Real Estate of Implementation Plans		
B3.4 Draft Service Level Agreement		
B3.5 Review and Approve Concept Design		

Construction Phase

B4. Review and Approve Final Design		
B5. Confirm Pre-Con Meeting		
B6. Participate in Pre-Con Meeting		
B7. Confirm Device Schedule		
B8. Begin Device Install		

Install, Commission and Handover Phase

B9. Schedule Customer Outreach		
B10. Begin Customer Outreach		
B11. Confirm Final Walk		
B12. Participate in Final Walk		
B13. Close Out Project		

ISD EES Steps

Initiation and Design Phase

Process Steps	Date	Initial
C1 Prepare SCE Application		
C1.1 Review EVSE Request Form		
C1.2 Identify and Discuss Project Scope with Customer		
C1.3 Receive E-mail Approval on Project Scope from Customer		
C1.4 Send and Receive ISD Service Level Agreement		
C1.5 Create Site Map (ariel view)		
C1.6 Create SCE Account		
C1.7 Verify SCE Account Information		
C1.8 ID Point of Contact for Site		
C2. Submit to SCE (including equipment specs/network provider information)		
C2.1 Get E-mail Confirmation of Concept Design Approval from Customer		
C2.2 Contact AHJ and Utility Company of Planned Projects		
C2.3 Approve Concept Design through SCE Portal		
C2.4 Sign Agreement with SCE		
C2.5 Send Service Level Agreement to Department		
C3. Order Charging Stations (equipment quotes)		
C3.1 Submit PO to SCE		
C4. Confirm Site Walk		
C5. Participate in Site Walk		
C6. Review Project Summary		
C7. Verify Service Level Agreement with Department is Signed		

C8. Project Review with Customer		
C9. Receive Approval		
C10. Review and Sign Participation Agreement		
C11. Send Participation Agreement to SCE		

Construction Phase

C12. Review and Approve Construction Drawings		
C13. Send to Customer for Review		
C14. Confirm Pre-Con Meeting		
C15. Participate in Pre-Con Meeting		
C16. Order Charging Station Unit (8 weeks out)		

Install, Commission and Handover Phase

C17. Notify EVSE – Schedule Outreach		
C18. Receive Charging Stations		
C19. Install Devices		
C20. Schedule Inspections		
C21. Participate in Inspections		
C22. Prepare Close Out Docs		
C23. Notify SCE for Final and Rebates		
C24. Commission Devices with Vendor (set charging limits)		
C24.1 Ensure Signage and Striping are Complete		
C25. Schedule Final Walk		
C26. Perform Final Walk		
C27. Close Out Project		

SCE Steps

Initiation and Design Phase

Process Steps	Date	Initial
D1. Review Application		
D2. Schedule Site Walk		
D3. Perform Site Walk		
D4. Create Project Summary Sheet		
D4.1 Send Concept Design to County		
D4.2 Receive Concept Design Approval via SCE Portal		
D5. Create Participations Agreement for ISD Construction		

Construction Phase

D6. Receive Participation and Approval		
D7. Design Infrastructure		
D8. Send to ISD for Review		
D9. Identify Easements and Permits Needed		
D10. Send to CEO Real Estate for Processing		
D11. Receive Design Approval		
D12. Receive E&P Approval		
D13. Schedule Pre-Con Meeting		
D13.1 Send Project Manager Contact Information to ISD		
D14. Conduct Pre-Con Meeting		
D15. Build EV Service Infrastructure		
D16. Submit Meter Applications – Work with County on TOU EV Tariff		
D17. Schedule Inspection		
D18. Attend Inspection		

CEO Real Estate (for LA County Projects) Steps

Construction Phase

Process Steps	Date	Initial
E1. Receive Request from SCE		
E2. Approve Service Level Agreement for Leased Sites		
E3. Confirm Pre-Con Meeting		
E4. Participate in Pre-Con Meeting		

Building Safety Steps

Construction Phase

Process Steps	Date	Initial
F1. Submit for Permit Approval		
F2. Confirm Pre-Con Meeting		
F3. Participate in Pre-Con Meeting		
F4. Confirm Inspection		
F5. Inspect EV Infrastructure		

Install, Commission and Handover Phase

F5. Schedule Inspections		
F6. Perform Inspections		

CS Vendor Steps

Construction Phase

Process Steps	Date	Initial
G1. Confirm Pre-Cons Meeting		
G2. Participate in Pre-Cons Meeting		
G3. Receive CS Order		
G4. Prepare Devices		
G5. Schedule Delivery		

Install, Commission and Handover Phase

G6. Deliver Charging Stations		
G7. Commission Devices		
G8. Notify Completion		