



**WATER AND
POWER**

COMMERCIAL EV CHARGING STATION REBATE APPLICATION

BurbankWaterAndPower.com | (818) 238 - 3868 | BWPEVs@burbankca.gov

As part of our efforts to promote transportation electrification adoption, Burbank Water and Power (BWP) is pleased to provide rebates to our customers to offset some of the costs of purchasing and installing commercial EV charging stations, including utility infrastructure upgrade costs that you may incur with BWP. Please note that the funds available for the rebates are limited and that a completed application is not a guarantee that you will receive a rebate.

Please review all terms and conditions of the program before applying. Additional information about the program and this application is available at BurbankWaterAndPower.com/leadthecharge.

Rebates

The following maximum rebate amounts are available per charge port or qualifying smart outlet. You can receive additional rebates if the chargers are installed at publicly accessible locations, multi-family buildings, or environmentally disadvantaged communities (DACs). You can also receive an additional rebate if utility infrastructure upgrades are required. Disadvantaged communities, as defined by CalEPA, are identified at calepa.ca.gov/envjustice/ghinvest.

	DACs and/or Public Access	Multi-Family Residences	Other
Without Utility Infrastructure Upgrade			
Level 1 or Level 2 Smart Outlet	N/A	\$3,500	\$3,500*
Level 1 Charger	N/A	\$3,500	N/A
Level 2 Charger	\$4,000	\$4,000	\$1,800
DC Fast Charger	\$10,000	\$10,000	\$5,000
With Utility Infrastructure Upgrade			
Level 2 Charger	\$7,500	\$7,500	\$3,500
DC Fast Charger	\$20,000	\$20,000	\$10,000

* Level 1 or Level 2 Smart Outlet rebates are only available for multi-family residences, workplace charging locations, and municipal properties.

Steps to Apply for a Rebate:

Step 1: Request a Rebate Reservation (If needed)

If your project is not yet completed, you may reserve a rebate by emailing BWPEVs@burbankca.gov.

Step 2: Submit Your Application

Complete this application and submit all required documents after you've deployed your EV charging stations and received a final permit from the City's Building & Safety Division

If you requested a reservation and are running into delays with your project, please inform us by sending an email to BWPEVs@burbankca.gov

Email (preferred), drop off, or mail application and all required documentation to:

Email:

BWPEVs@BurbankCA.gov

Drop Off:

Burbank Water and Power
164 W. Magnolia
Burbank, CA 91502-1720

Mail:

Burbank Water and Power
Attn: Commercial EV Charging Station
Rebate Program
P.O. Box 631, Burbank, CA 91503-0631



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Step 1: Provide BWP Account and Site Information

This section must match the BWP account information shown on your BWP bill for the site where the charging stations are deployed. If the charging station are served by a new BWP meter that has not yet been installed, please leave the BWP account number blank.

Name: _____ BWP Account Number: _____

Service Address: _____ City: _____ State: _____ Zip: _____

Select Charging Segment(s):
(Check one or more) Workplace Multi-family Residence
 Retail/Public Fleet

Step 2: Provide Contact Info for the Authorized Account Holder Representative

Please provide the contact information for the individual representing the commercial account holder in transactions with BWP. You may include third-party contractors or payees in subsequent sections below (do not include here).

Name: _____ Title: _____

Phone: () _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____
(If different from service address)

Step 3: Contractors/Vendors

Please provide the contact information for the contractor(s)/vendor(s) responsible for deploying the charging stations and the underlying electric infrastructure. If you are claiming installation costs from more than two contractors/vendors, please provide the same information for the additional contractors on a standard sheet of paper.

Contractor/Vendor #1 Name: _____

State License Number: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Primary Contact Name: _____ Title: _____

Phone: () _____ Email: _____

Contractor/Vendor #2 Name: _____

State License Number: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Primary Contact Name: _____ Title: _____

Phone: () _____ Email: _____



COMMERCIAL EV CHARGING STATION REBATE APPLICATION

Step 4: Tell Us Where to Send Your Rebate Payment

Only one rebate payment will be issued. If you assign the rebate to a third party (Option 2 below), the third party will receive the rebate amount, but you will remain responsible for meeting all program requirements. A W-9 form is required for the party that is to receive the rebate.

- Option 1** - Send rebate payment to BWP Account Holder at (check one):
 - Service Address
 - Account Holder Representative's Mailing Address
- Option 2** - Send rebate to the following third party: (check one)
 - Contractor/Vendor #1
 - Contractor/Vendor #2
 - 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 contractor(s)/vendor(s) identified in Step 3.

Payee's Name (or Individual's First & Last Name): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Primary Contact Name: _____ Title: _____

Phone: () _____ Email: _____

Step 5: Provide Contact Info for Third-Party Communications

Please let us know if we may communicate directly with any other third parties.

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

- Contractor/Vendor #1
- Contractor/Vendor #2
- Payee Identified in Step #4
- Additional Contact Below

Additional Contact:

Business Name (or Individual's First & Last Name): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Primary Contact Name: _____ Title: _____

Phone: () _____ Email: _____

Step 6: Maximum Number of Rebates

- **Rebates are available per charge port or smart outlet.** A charge port is defined as a connector that may deliver simultaneously the same output power as any other connectors attached to the same charging station. A smart outlet is defined as each device with one or more outlets that can provide power to charge an electric vehicle.
- **You may receive the following maximum number of rebates:**
 - Rebates for a total of 40 smart outlets and/or charge ports
 - Maximum rebate of \$200,000 per customer



COMMERCIAL EV CHARGING STATION REBATE APPLICATION

Step 6: Maximum Number of Rebates (continued)

Please complete the table below.

	Max. Number of Charge Ports or Smart Outlets Per Premises (A)	Existing Charge Ports or Smart Outlets Previously Rebated by BWP (B)	Max. Rebates Available (A) - (B)
Level 1/ Level 2/ DC Fast Charger Port or Smart Outlet	40		

Step 7: 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.

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/or deployment of the charging stations identified in the Charging Station Spreadsheet
- A total of \$ _____ in third-party financial incentives has been received or is anticipated to be received in connection with the purchase and/or deployment of the charging stations identified in the Charging Station Spreadsheet

Step 8: Charging Station Costs and Rebate Amounts

8.1 Actual Charging Station Costs

Costs incurred for the purchase and installation of charging stations, electrical conduits and panels required by the Green Building Code do not qualify for a rebate.

Please complete the table below with the costs for charging stations/smart outlets, installation, utility infrastructure upgrades, and third-party financial incentives.

	Amounts
Level 1 Charging Stations	\$
Level 2 Charging Stations	\$
Smart Outlets	\$
DCFC	\$
Installation	\$
Utility Infrastructure Upgrade Costs Billed by BWP	\$
Total Costs	\$
Third-party Financial Incentives	\$
Net Cost (Total Costs - Third Party Financial Incentives)	\$



COMMERCIAL EV CHARGING STATION REBATE APPLICATION

Step 8: Charging Station Costs and Rebate Amounts (continued)

8.2 Charging Station Rebate Request

- **Rebate amounts are determined by the location or type of site where charging stations are deployed. The site must meet one of the following requirements to qualify for the higher rebate amount:**
 - Located in a disadvantaged community as defined by CalEPA and identified at calepa.ca.gov/envjustice/ghginvest.
 - Located in the common area of a multi-family residence.
 - Publicly accessible during normal business hours.
- **Level 1 charging stations are only eligible if installed in the common area of a multi-family residence. Level 1 and Level 2 smart outlets are only eligible if installed at multi-family residences, workplace charging locations, or municipal facilities.**
- **Please complete the table below. Only include rebate requests for Utility Infrastructure Upgrades if you were billed by BWP for these upgrades.**

Charging Station Type	Max. Rebate Amount (A)	Number of Charge Ports or Smart Outlets (B)	Total (A)x(B)
Disadvantaged Communities/Multi-family Residences/Public Access			
Level 1 (common areas of multi-family residences only)	\$3,500		\$
Smart Outlet (common areas of multi-family residences, or workplace charging locations only)	\$3,500		\$
Level 2	\$4,000		\$
DCFC	\$10,000		\$
Level 2 Utility Infrastructure Upgrade	\$3,500		\$
DCFC Utility Infrastructure Upgrade	\$10,000		\$
Other Communities			
Level 2	\$1,800		\$
DCFC	\$5,000		\$
Level 2 Utility Infrastructure Upgrade	\$1,700		\$
DCFC Utility Infrastructure Upgrade	\$5,000		\$
		Total	(C) \$
Total Charging Station Rebate Amount Requested (the lesser of (C) or Net Cost from Page 4)			(D) \$



COMMERCIAL EV CHARGING STATION REBATE APPLICATION

Step 9: Load Management Addendum

Customers participating in the Commercial EV Charging Station Rebate Program agree to follow a Load Management Plan for five years from the date the rebate payment is issued by BWP. The Load Management Plan aims at limiting grid impacts from EV charging and informs how much end-users of the charging stations rebated through the program will pay for charging services. Please review the program's FAQs at BurbankWaterAndPower.com/leadthecharge for additional information.

Customers may select the standard Load Management Plan or develop their own customized plan. The customized plan must be approved by BWP before payment of any rebate amounts.

As a participant in the Commercial EV Charging Station Rebate Program, my site will follow the following load management plan (select one):

- Standard Load Management Plan
- Customized Load Management Plan. **Please complete Section 9.2 below.**

9.1 Standard Load Management Plan:

As part of the standard Load Management Plan, participating customers must offer energy at cost, following any time variant pricing (seasonal, on-peak/off-peak) from the BWP rate schedule on which the rebated charging stations take service. Please refer to BWP's Commercial Service rate schedule at BurbankWaterAndPower.com/leadthecharge/rates. Customers are not prohibited from collecting reasonable overhead costs as part of the charging fees required from end-users, but these costs must be disclosed to end-users separately from any energy charge.

9.2 Customized Load Management Plan:

Please provide details about your customized Load Management Plan below. This plan is subject to BWP's approval; BWP may request additional information or clarifications. Customers who choose the customized Load Management Plan are invited to seek approval from BWP as soon as possible.

EV Charging Fees: Please describe the fee structure, including amounts and units (e.g., \$ per kWh), time- variants, etc.

Load Management Technology: Please describe any technology used to limit or reduce the charging stations' demand (e.g., load sharing.)



COMMERCIAL EV CHARGING STATION REBATE APPLICATION

9.2 Customized Load Management Plan: (continued)

Other Load Management Tactics: Please describe any other tactics used to promote off-peak charging, including communications to end-users.

Step 10: Provide Required Documentation

Please submit the following documentation:

- This application, completed and signed.
- Load Management Plan Addendum, completed and signed.
- Itemized invoices and proof of payment for the purchase and installation of any charging stations and/or smart outlets. Must show name, address, and telephone number of the licensed contractor or vendor, 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.
- Charging Station Spreadsheet available at BurbankWaterAndPower.com/leadthecharge.
- W-9, completed and signed (available at www.irs.gov/pub/irs-pdf/fw9.pdf).
- Copy of all "finalized" permits (issued after you pass inspection for the deployment of your charging stations.)
Pictures (in color and showing clearly the required information):
 - Device nameplate for each EV 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.

Step 11: Approve Terms and Conditions for EV Charging Station Rebate Program

By signing this form, I certify that I have read, understand and agree to comply with all the terms and conditions of the Commercial EV Charging Station Rebate Program. I certify that the information and documentation I have provided is true, complete and correct.

Authorized Customer Representative: _____

BWP Account Number: _____

Customer Name: _____ Title: _____

Signature: _____ Date: _____



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Terms and Conditions

1. Program Description

The Commercial EV Charging Station Rebate Program (the “Program”) by Burbank Water and Power (BWP) provides commercial customers rebates applicable against some of the costs of purchasing and installing qualifying electric vehicle (EV) charging stations, including utility infrastructure upgrade costs that customers may incur with BWP.

2. Eligible Customers

The Program is open to BWP commercial and industrial customers, including government agencies.

3. Eligible Premises

Eligible premises must take electric service from BWP on a non-residential rate schedule, including, without limitation, common areas of multi-family residences, workplaces, retail/public charging locations, and commercial fleet charging operations.

4. Qualifying Charging Stations

Qualifying charging stations include Level 1 and Level 2 charging stations, Level 1 and Level 2 smart outlets, and direct current fast chargers (DCFC). Notwithstanding the foregoing, Level 1 charging stations are only eligible in common areas of multi-family buildings. Level 1 or Level 2 smart outlets are only eligible in common areas of multi-family residences, workplace charging locations, and municipal properties. Qualifying charging stations must meet the following requirements:

4.1. Charging Station Conditions: Qualifying charging stations must be purchased new and unused. Any units gifted, resold, rebuilt, rented, leased, received from warranty insurance claims, won as a prize, or new parts installed in existing units do not qualify.

4.2. Certification: Qualifying charging stations must be certified and listed by a nationally recognized testing laboratory (NRTL) as identified by the US Occupational Safety and Health Administration (e.g., Underwriters Laboratories or UL).

4.3. Installation: Qualifying charging stations must be permanently installed (either wall-, pole- or pedestal-mounted) by a licensed electrical contractor to the eligible premises. The charging stations must be powered through electric service provided to eligible customers by BWP.

4.4. Network: Qualifying charging stations must have network/Wi-Fi capability and be connected to the EV charging network at all times. Customers must maintain an active subscription to any such EV charging network during the Service Period, as defined below. Customers authorize their EV charging network to share transactional data with BWP from the rebated charging stations for no less than the duration of the Service Period, as defined below, provided that such data may not include any personally identifiable information about charging station end-users. Customers also agree to receive load management signals (including pricing and demand response events) from such network.

4.5. Electric Vehicles: Qualifying charging stations must be used to charge on-road plug-in battery EVs or plug-in hybrid EVs approved by the US Department of Transportation for highway application and registered with the California Department of Motor Vehicles. Charging stations used to charge off-road vehicles (e.g., golf carts, forklifts) are not qualifying charging stations.

4.6. Permits, Inspection, and Audits: All electric equipment necessary for the proper and safe installation and operation of charging stations must comply with all applicable requirements (including without limitation all required permits and inspections) from any codes, rules, and regulations from state, county, and city governments and any other restrictions from any other persons or organizations having authority, rights and/or privileges over such installation and operation (including, without limitation, property owners, and/or homeowner associations). All installed charging stations must have received permits with a “finalized” status from the City of Burbank. Customers shall maintain their records relating to the maintenance and repair of the qualifying charging stations and shall make them available for review by BWP upon prior written notice during the Service Period, as defined below.

4.7. Other Technical Requirements: Connectors attached to the same charging station must be able to deliver the same output power simultaneously to qualify as a charge port for a rebate under the Program. Qualifying charging stations must comply with one of the following technical requirements:

- Level 1 charging stations must support the SAE International J1772 standard or Tesla/North American Charging Standard (NACS) with a minimum output power of 1.4 kW.
- Level 2 charging stations must support the SAE International J1772 standard or Tesla/North American Charging Standard (NACS) with a minimum output power of 3.3 kW.
- Smart outlets must provide a minimum power output of 1.4 kW and must meet UL 2594 standards for Electric Vehicle Supply Equipment.
- DC Fast charging stations must have a minimum output power of 50 kW and must support the Combined Charging System (CCS) or Tesla/North America Charging Standard (NACS) connector.

5. Eligible Installation Costs

Eligible installation costs are limited to direct costs for hardware and labor in connection with the deployment of panels, circuit breakers and meter sockets, electrical conduits, wiring, junction boxes, disconnects, switches, and fuses, together with trenching, resurfacing and connecting qualifying charging stations. Eligible installation costs also include any costs billed by BWP to customers to deploy electric utility infrastructure that may be required to serve qualifying charging stations. Notwithstanding any of the foregoing, costs incurred for the purchase and installation of charging stations, electrical conduits, and panels required by the Burbank Building Code are not eligible costs



COMMERCIAL EV CHARGING STATION REBATE APPLICATION

Terms and Conditions (continued)

under the Program. Similarly, charging station operation and maintenance costs (e.g., extended warranties, servicing contracts, EV charging network fees) are not eligible costs under the Program either.

6. Application and Rebates

6.1. Application Submission: The BWP customer of record for the eligible premises must submit a complete and signed application along with all required documentation (as defined in the Program application) to BWP by US mail or in-person delivery. Applications must be submitted no later than six months following the issuance date of “finalized” permits by the City of Burbank for the installation of qualifying charging stations.

6.2. Applications Processing: Applications are accepted on a first come, first served basis and processed in the order received. Funds are limited and rebates are not guaranteed. BWP may waitlist applications if funding is anticipated to become insufficient. BWP may also suspend Program enrollment and stop accepting applications until additional funding is available.

6.3. Maximum Rebate Amount: Rebate amounts are subject to change at any time and may be greater or less than the value shown in a Program application. The rebate amount will be determined based on the total cost of the charging station(s) and eligible installation costs, minus any other financial incentives or rebates received or to be received from third parties for the purchase and deployment of the charging station (the “Net Cost”). The rebate amount cannot exceed the Net Cost paid by eligible customers. Failure by customers to report to BWP all third-party financial incentives actually received or expected to be received in connection with the purchase and installation of qualifying charging stations may result in forfeiting any rebates under the Program and may require repayment of any previously paid rebates.

6.4. Rebate Limits: Rebates are limited per premises, as described in the Program application. Premises are defined as all of the real property and apparatus employed in a single enterprise on a contiguous parcel of land undivided by a dedicated street, highway, or other public thoroughfare, or a railway. A parcel shall refer to a single lot bound by one continuous property line. Automobile parking lots separated by an alley are considered to be part of a customer’s premises. Subject to all terms and conditions of the Program, eligible customers may receive rebates under the Program at multiple premises. Qualifying charging stations either with public access during normal business hours, or located in the common area of a multi-family residence or in a disadvantaged community, as designated by the California Environmental Protection Agency (CalEPA) using California Communities Environmental Health Screening Tool Version 3.0 results, may be eligible for enhanced rebate amounts.

6.5. Reservation: If applying before completing deployment of the qualifying charging stations, customers may request a rebate funding reservation (the “Reservation”). If such Reservation request is approved by BWP, customers must submit the

documents required in the Program application on a timely basis or customers will forfeit their Reservation. BWP may grant extensions to those customers facing delays in submitting the required documents if BWP determines in its sole discretion that customers are actively engaged in deploying qualifying charging stations.

6.6. Documents: Applications received by BWP with missing documentation or applications that do not otherwise meet the Program requirements will be considered ineligible for a rebate. BWP is not responsible for documents lost or destroyed or delayed by mail. Submitted rebate application and accompanying documents become the property of BWP. BWP may request additional documentation to verify that the business entity meets the requirements for eligibility under the Program. BWP may interpret documentation submitted by applicants at BWP’s sole discretion.

7. Other Terms and Conditions

7.1. Load Management Plan: Participating customer agrees to comply with a load management plan (the “Load Management Plan”) for the duration of the Service Period, as defined below. Customers may choose the standard Load Management Plan included in the program application or develop a customized Load Management Plan.

7.1.1. As part of the standard Load Management Plan, participating customers must offer energy at cost, following any time variant pricing (seasonal, on-peak/off-peak) from the BWP rate schedule on which the rebated charging stations take service. Participating customers wishing to follow a customized Load Management Plan must seek BWP’s approval of the plan before payment of any rebate by BWP. The customized Load Management Plan must encourage off-peak charging and limit on-peak charging.

7.1.2. All participating customers (whether on a standard or customized Load Management Plan):

- Are not prohibited from including reasonable overhead costs as part of the charging fees required from end-users, provided that any such costs must be disclosed to end-users separately from any energy cost.
- Agree to participate in future demand response programs offered by BWP, and
- Agree to share anonymized transactional data from the rebated charging stations.

7.2. Service Period: The charging stations rebated through the Program must remain operational at the same service address for a minimum of five years from the date the rebate payment is issued by BWP (the “Service Period”) unless the BWP electric service account shown in the rebate application for the Program is closed. If the charging stations qualified for an enhanced rebate amount because public access is granted during normal business hours or the charging stations are located in the common area of a multi-family residence, customers must



**WATER AND
POWER**

COMMERCIAL EV CHARGING STATION REBATE APPLICATION

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Terms and Conditions (continued)

maintain such public access or location in a common area to the multi-family residence during the Service Period. Customers agree to maintain subscription to an EV charging network participating in the Program during the Service Period for all rebated charging stations. Until BWP publishes the name of EV charging networks participating in the Program, all such networks shall be deemed participating for purposes of applying for a rebate under the Program.

7.3. On-site Inspections: BWP reserves the right to inspect the charging stations with reasonable notice before or after payment of a rebate, but in no event later than on the last day of the Service Period. Customers agree to provide BWP's representative reasonable access to the installation location during normal business hours.

7.4. Rebate Repayment: Customers shall reimburse BWP the rebates received through the Program on a prorated basis over the Service Period or shall otherwise forfeit any rebate payable under the Program if BWP: (i) is not allowed reasonable access to the charging stations for inspection purposes by an authorized BWP representative or is not allowed access to documents for any audit, (ii) determines that the deployed charging stations and their operation do not meet the Program's terms and conditions, including compliance with the Load Management Plan defined in Section 7.1 or the Service Period requirements set forth in Section 7.2., (iii) determines that Customer is not in compliance with applicable laws, rules and regulations applicable to the operation of the deployed charging stations and (iv) determines that the Customer application is false, misleading or inaccurate.

7.5. Low Carbon Fuel Standard: In consideration for receiving rebates under the Program, customers participating in the Program agree to assign all of their rights, titles, and interests under the Low Carbon Fuel Standard Program (California Assembly Bill AB 32), or any similar replacement program, to BWP as the fuel provider for the EV charging stations rebated under the Program. Participating customers authorize BWP to generate and retain ownership in any and all Low Carbon Fuel Standard credits in connection with such EV charging stations.

7.6. No Warranty: BWP makes no warranty and is not responsible for any representations, whether expressed or implied, including, but not limited to, the warranty of merchantability, fitness, performance, and longevity for any particular purpose, use, or application of the items or measures, manufacturers, dealers, contractors, or any other third parties, materials, workmanship, the quality, safety and/or installation of the items or measures, effects on pollutants or any other matter with respect to the Program. Moreover, BWP shall not be responsible for the workmanship including quality of installation, or the installer's failure to comply with applicable safety standards as it relates to the installed equipment.

7.7. Data: BWP may utilize, without compensation, data generated by the use of the charging stations to improve BWP services, conduct studies, and for any other purposes in furtherance of BWP's operations. Such data may also be provided to third parties for research and grant purposes and/or as required by law.

7.8. Terms and Conditions: Implementation and interpretation of the terms and conditions of this Program are at the sole discretion of BWP, provided that if any of the foregoing terms and conditions are held invalid, illegal or unenforceable by a court of law having jurisdiction, such decision will not affect the validity, legality and enforceability of the remaining terms and conditions. The Program may be modified or terminated without prior notice.

7.9. Indemnification: To the fullest extent provided by law, Customer holds the City, its elected officials, officers, agents, and employees, harmless from all claims, demands, lawsuits, judgments, damages, losses, injuries or liability to Customer, to Customer's employees, to Customer's contractors or subcontractors, or to the owners of Customer's firm, which damages, losses, injuries or liability occur or which are connected, directly or indirectly, with Customer's application or participation in the Program or in connection with the design, purchase, installation, maintenance, operation, removal or use of eligible or deployed charging stations (Program Participation). Customer shall investigate, defend, and indemnify City, its elected officials, officers, agents, and employees, from any claims, lawsuits, demands, judgments, and all liability arising out of, directly or indirectly, any error, negligence, recklessness, or omission of Customer or any of Customer's officers, agents, employees, representatives, sub-Customers, or subcontractors, or the willful misconduct of Customer or any of Customer's officers, agents, employees, representatives, sub-Customers, or subcontractors, in connection with the Program Participation.