Annual Equipment Usage Report

(Agreement#[1]:_____)

INSTRUCTIONS: Complete this Annual Equipment Usage Report every year on the anniversary of your project's post-inspection. The report shall be sent to grantteam@slocleanair.org within 2 weeks of this date. **Failure to provide complete information in a timely manner may lead to an immediate equipment inspection and audit.**

SECTION 1. GRANTEE CONTACT INFORMATION[2]

Name: _____

Address: _____

_____

Email: _____

Phone: _____

SECTION 2. NEW EQUIPMENT INFORMATION: Please verify the information below and provide any missing information:

1. Location: _____

2. Type & Model of Charger: _____

3. Project Description: _____

_____

4. Electrical Input/Output Power & Amperage: _____

SECTION 3. ANNUAL USAGE INFORMATION: Please provide the following equipment usage information annually based on the anniversary date of the post inspection/installation date (use additional sheets as necessary):

1. Annual Usage Per Charger and Number of Plug-In Events:
   Note: Along with this data, the APCD encourages the applicant to submit an electronic data report.

CHARGER	Single or Dual Port?	SERIAL #	CURRENT DATE	CURRENT TOTAL USAGE READING (KILOWATT-HOURS)		CURRENT TOTAL # OF PLUG-IN EVENTS	
1							
2							
3							
4							
5							
6							

2. Public or Private Charger?_____ Describe public/private uses (e.g. who is using the charger)?_____

_____

3. Has the grant-funded equipment exhibited any unscheduled downtime over this period? ☐ Yes ☐ No
   If Yes, please attach description of issue(s), cause(s) & duration of downtime.

Signature _____ **Date** _____

Mail to: APCD, 3433 Roberto Court
San Luis Obispo, CA 93401

Fax to: (805) 781-1002
Questions: (805) 781-5912

APCD USE ONLY
_____ Reviewer Initials
_____ Review Date
☐ 95% Success Rate
☐ APCD Database Updated

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[1] Found in contract/agreement or on previous year's Annual Usage Report Forms. **One form per grant agreement or type of charger.**
[2] **Ensure proper information is used.** Data will be used to update our contact records.