

Workplace EV Charging Incentive Program

Incentives will support comprehensive turnkey services which includes technical assistance, a design for siting of the chargers, completion of a full plan for installation, make-ready upgrades, charging hardware, and full installation of the chargers.

Program Funding: \$1,800,000

Program Caps:

	Ports	Level 1 Chargers	Level 2 Chargers
Hardware grant cap per OCPP compliant port		\$500	\$3,000
Hardware grant cap per non-OCPP compliant port		\$500	\$2,000
Make-ready work and installation		\$3,600	\$20,000
Project cap for workplaces with 1-50 employee(s) per location	Capped at 4 ports	\$5,600	\$32,000
Project cap for workplaces with 51-100 employees per location	Capped at 8 ports	\$7,600	\$44,000
Project cap for workplaces with 101+ employees per location	Capped at 12 ports	\$9,600	\$56,000
Cap for incentives per applicant: \$100,000			

Match Requirements

- For all for-profit applicants, all incentives grant funding cannot exceed 90% of the total project cost. For non-profit and government agency applicants, grant funding cannot exceed 95% of the total project cost.
 - Federal, state and/or utility incentives may be used for applicant match and out-of-pocket costs for make-ready and hardware exceeding program caps. Any utility incentive amounts in excess of required applicant out-of-pocket costs for hardware, utility make-ready, and labor or costs above program caps will be reduced from grant-provided funding.

- For women and minority owned businesses, all incentives when combined with federal, state, and/or utility incentives may cover up to 100% of the total project cost.
 - Federal, state and/or utility incentives may be used for out-of-pocket costs for make-ready and hardware that exceed project caps. Any utility incentive amounts in excess of applicant out-of-pocket costs for hardware, utility make-ready, and labor will be reduced from grant provided funding.
 - Refer to Burlingtonvt.gov for definitions of women and minority ownership: https://www.burlingtonvt.gov/sites/default/files/CEDO/Business/Business_Register_Documents/WMBE%20FAQx.pdf
- Applicants are encouraged to seek federal, state, and utility incentives to reduce their out-of-pocket costs while maximizing the state-wide impact of the grant.

Program timelines

- Applications may be submitted beginning June 2023, through January 15, 2026.
- Projects must be installed within 12 months of application approval.*

*Reasonable accommodation will be considered based on equipment lead time.

Project award method and thresholds

- After application approval and upon applicant or installer providing quotes for hardware and utility make ready costs, incentives for hardware, utility make ready costs, and up to 25% of installation labor costs will be issued. Remaining incentive amounts will be issued within 30 days of the applicant submitting invoices for project costs and demonstrating the chargers have been installed and activated.
- Equitable distribution of funds:
 - Cap for incentives per applicant: \$100,000
 - Distribution of funds will be prioritized to employers with 100 or fewer employees by reserving 60% of the total workplace program funding for these applicants.
 - Projects in GMP territory may not receive greater than 75% of the total program funds, not inclusive of DCFC funds.
 - No one county may receive greater than 10% of the total program funds (\$486,000), not inclusive of DCFC funds.

Projects must meet all eligibility requirements. Eligibility requirements can be found in Appendix I.

Appendix I

Workplace EV Charging Incentive Eligibility and Program Requirements

Program Funding: \$1,800,000

Limitations:

- No funding shall be awarded for EVSE (Electric Vehicle Supply Equipment) mandated under federal, state, or local requirements (such as EVSE that is required to obtain a land use permit or is required per the building energy code). If a project includes mandated EVSE, funding may be awarded for any EVSE that exceeds the mandate.*
- No applicant shall receive incentives for charging ports that exceeds the number of parking spaces at the site.
- No funding shall be awarded for replacement of existing EVSE where the EVSE manufacturer and/or installation warranties are active.
- No applicant shall be awarded funding to cover costs of construction completed prior to application approval.

*Projects that include mandated EVSE must provide separate estimates for the portion of the project required by code and the marginal cost of the additional EVSE.

Program Applicants:

- Eligible applicants include Governments (federal, municipal, public education institutions, public utilities, and other public institutions), commercial property owners, businesses, non-profits, electric utilities, and EVSE equipment providers.
 - Please Note: If the applicant is not the landowner, the landowner must authorize the application.
- Applicants must be in good standing with the Vermont Department of Taxes.
- Site can only qualify for one designation.

Eligible Sites:

- The proposed project must be located in parking that serves workplaces.
- Sites must:
 - Provide employees sufficient and priority access to the charging station to meet their charging needs.
 - Be designed to account for reasonable proximity to existing infrastructure, while balancing employees' needs.
 - Provide sufficient daytime and nighttime illumination to operate the charging equipment. Have a level and well-maintained surface with parking striping preferred.
 - Meet ADA or HUD (Housing and Urban Development) accessibility requirements, whichever applies, unless otherwise approved by the EVSE Inter-Agency Workgroup to address site-specific constraints. It is not necessary to designate the accessible EVSE exclusively for disabled users.

- Allow vehicles to safely park front-to-back, back-to-front, or pull-through to accommodate charging port variations across different vehicles.
- Be designed to prevent physical damage to the charging equipment (e.g., bollards and curbing).
- Be located and designed so charging cords do not create blockages, tripping hazards, or barriers to pedestrian flow.
- Be located and designed to prevent water from accumulating around the site during conditions of flooding.

Eligible Equipment:

- Level 1 and 2 equipment is eligible for incentives.
- Equipment that will be available to the general public for a fee must be network capable, and Level 1 and 2 equipment must be certified by the California Type Evaluation Program (CTEP): <https://www.cdfa.ca.gov/dms/ctep.html>

Project Equipment Must:

- Be either pedestal or wall mounted. Pedestal: hard-wired to a permanent pole or box. Wall: hardwired to a wall and typically includes a mounting plate.
- Be ADA-compliant with accessible buttons and components.
- Be certified by a Nationally Recognized Testing Laboratory (e.g., Underwriters Labs, UL) for outdoor use as well as able to operate in extreme temperatures (-20 to +100 degrees F).
- Meet NEMA (National Emergency Managers Association) Type 3R or 4 certifications for outdoor electrical enclosures. ○ Not have advertising visible from a public road, except as permissible by Vermont’s sign law and local regulation.
- Be designed to prevent water from entering or accumulating within the components during conditions of flooding.
- If corded, have a minimum cord length of 18 feet and comply with National Electric Code (NEC) article 625.
- Have a minimum 3-year warranty.
- Be installed by a licensed electrician in accordance with all current National Electric Codes and the Vermont Electrical Safety Rules.

Level 2 Equipment must:

- Meet Society of Automotive Engineers (SAE) J1772 standard for EV charging plug connector and operational requirements.

If project includes networked equipment the network must:

- Use an open standard protocol to ensure EVSE hardware is not “locked” to a single service provider in perpetuity.
- Not require payment of a subscription fee or membership to use the EVSE.
- Accept credit card, debit card, or other common forms of payment.
- Have customer service assistance available during hours of operation.
- Adhere to cyber security standards for transmission of financial information.

Applicant Obligations:

- Projects must obtain all necessary State and local permits required to complete the project.
- Equipment must be maintained and kept in good repair for 5 years.
- Snow removal must be provided to ensure access during/after inclement weather.
- Equipment must operate with a maximum downtime of 10% in any 30-day period.
- All signage, notices, and instructions posted at the site regarding EVSE use are legible in both daytime and nighttime conditions.
- Any fees that are charged for use of the EVSE are fully disclosed prior to charging the consumer.
- Fees for use of the equipment must be consistent with the State's Method of sale regulations.
- Equipment will not be sold or relocated during the incentive's terms without written permission.
- Register equipment that is available to the general public on PlugShare and the US Dept of Energy's US Dept of Energy's Alt. Fuels Database.

Multiunit EV Charging Incentive Program

Incentives will support comprehensive turnkey services which includes technical assistance, a design for siting of the chargers, completion of a full plan for installation, make-ready upgrades, charging hardware, and full installation of the chargers.

Program Funding: \$2,700,000

Program Caps:

	Ports	Level 1 Chargers	Level 2 Chargers
Hardware grant cap per OCPP compliant port		\$500	\$3,000
Hardware grant cap per non-OCPP compliant port		\$500	\$2,000
Utility make-ready work and installation		\$3,600	\$20,000
3-9 unit properties	Capped at 4 ports	\$5,600	\$32,000
10-20 unit properties	Capped at 8 ports	\$7,600	\$44,000
21+ unit properties	Capped at 12 ports	\$9,600	\$56,000
Cap for incentives per applicant: \$100,000			

Match Requirements

- For locations where more than 50% of the units are market rates, grant funding cannot exceed 90% of the total project cost. For locations where a minimum of 50% of the units are affordable units, as defined by Vermont Housing and Conservation Board, grant funding cannot exceed 95% of the total project cost.
 - Federal, state and/or utility incentives may be used for applicant match and out-of-pocket costs for make-ready and hardware exceeding program caps. Any utility incentive amounts in excess of required applicant out-of-pocket costs for hardware, utility make-ready, and labor or costs above program caps will be reduced from grant-provided funding.
- For women and minority-owned properties, all incentives when combined with federal, state, and/or utility incentives may cover up to 100% of the total project cost.

- Federal, state and/or utility incentives may be used for out-of-pocket costs for make-ready and hardware that exceed project caps. Any utility incentive amounts in excess of applicant out of-pocket costs for hardware, utility make-ready, and labor will be reduced from grant provided funding.
- Refer to Burlingtonvt.gov for definitions of women and minority ownership: https://www.burlingtonvt.gov/sites/default/files/CEDO/Business/Business_Register_Documents/WMBE%20FAQx.pdf
- Applicants are encouraged to seek federal, state, and utility incentives to reduce their out of-pocket costs while maximizing the state-wide impact of the grant.

Program timelines

- Applications may be submitted beginning June 2023, through January 15, 2026.
- Projects must be installed within 12 months of application approval. *

* Reasonable accommodation will be considered based on equipment lead time.

Project award method and thresholds

- After application approval and upon applicant or installer providing quotes for hardware and utility make ready costs, incentives for hardware, utility make ready costs, and up to 25% of installation labor costs will be issued. Remaining incentive amounts will be issued within 30 days of the applicant submitting invoices for project costs and demonstrating the chargers have been installed and activated.
- Equitable distribution of funds:
 - Caps for incentives per applicant: \$100,000
 - Distribution of funds will be prioritized to multiunit sites with 20 or fewer units by reserving 60% of the total funds for these applicants.
 - Projects in GMP territory may not receive greater than 75% of the total program funds, not inclusive of DCFC funds.
 - No one county may receive greater than 10% of the total program funds (\$486,000), not inclusive of DCFC funds.

Projects must meet all eligibility requirements. Eligibility requirements can be found in Appendix II.

Appendix II

Multiunit EV Charging Incentive Eligibility and Program Requirements

Program Funding: \$2,700,000

Limitations:

- No funding shall be awarded for EVSE (Electric Vehicle Supply Equipment) mandated under federal, state, or local requirements (such as EVSE that is required to obtain a land use permit or is required per the building energy code). If a project includes mandated EVSE, funding may be awarded for any EVSE that exceeds the mandate.*
- No applicant shall receive incentives for charging ports that exceeds the number of parking spaces at the site.
- No funding shall be awarded for replacement of existing EVSE where the EVSE manufacturer and/or installation warranties are active.
- No applicant shall be awarded funding to cover costs of construction completed prior to application approval.

*Projects that include mandated EVSE must provide separate estimates for the portion of the project required by code and the marginal cost of the additional EVSE.

Program Applicants:

- Eligible applicants include Governments (federal, municipal, public education institutions, public utilities, and other public institutions), residential property owners, condominium associations, businesses, non-profits, electric utilities, and EVSE equipment providers.
 - Please Note: If the applicant is not the landowner, the landowner must authorize the application.
- Applicants must be in good standing with the Vermont Department of Taxes.

Eligible Sites:

- A proposed project must be located in detached parking that serves as residential parking for multiunit properties with three or more units.
- Sites must:
 - Provide residents sufficient and priority access to the charging station to meet their charging needs.
 - Be designed to account for reasonable proximity to existing infrastructure, while balancing residents' needs.
 - Provide sufficient daytime and nighttime illumination to operate the charging equipment. Have a level and well-maintained surface with parking striping preferred.
 - Meet ADA or HUD (Housing and Urban Development) accessibility requirements, whichever applies, unless otherwise approved by the EVSE

Interagency Workgroup to address site-specific constraints. It is not necessary to designate the accessible EVSE exclusively for disabled users.

- If the project is located in the public right of way, provide on-site general EVSE service sign approved by the Manual on Uniform Traffic Control Devices. See example here:
https://mutcd.fhwa.dot.gov/resources/interim_approval/ia13/index.htm.
- If the project is located in the public right of way, provide on-site EVSE parking dwell time management sign(s) approved by the Manual on Uniform Traffic Control Devices, such as “no parking except for electric vehicle charging” unless an equivalent is otherwise approved by the EVSE Interagency Workgroup to meet site-specific needs.
- Allow vehicles to safely park front-to-back, back-to-front, or pull-through to accommodate charging port variations across different vehicles.
- Be designed to prevent physical damage to the charging equipment (e.g., bollards and curbing).
- Be located and designed so charging cords do not create blockages, tripping hazards, or barriers to pedestrian flow.
- Be located and designed to prevent water from accumulating around the site during conditions of flooding.

Eligible Equipment:

- Level 1 and 2 equipment is eligible for incentives.
- Equipment that will be available to the general public for a fee must be network capable and be certified by the California Type Evaluation Program (CTEP).
<https://www.cdfa.ca.gov/dms/ctep.html>

Project Equipment Must:

- Be either pedestal or wall mounted. Pedestal: hard-wired to a permanent pole or box. Wall: hardwired to a wall and typically includes a mounting plate.
- Be ADA-compliant with accessible buttons and components.
- Be certified by a Nationally Recognized Testing Laboratory (e.g., Underwriters Labs, UL) for outdoor use as well as able to operate in extreme temperatures (-20 to +100 degrees F).
- Meet NEMA (National Emergency Managers Association) Type 3R or 4 certifications for outdoor electrical enclosures.
- Not have advertising visible from a public road, except as permissible by Vermont’s sign law and local regulation.
- Be designed to prevent water from entering or accumulating within the components during conditions of flooding.
- If corded, have a minimum cord length of 18 feet and comply with National Electric Code (NEC) article 625.
- Have a minimum 3-year warranty.

- Be installed by a licensed electrician in accordance with all current National Electric Codes and the Vermont Electrical Safety Rules.

Level 2 Equipment must:

- Meet Society of Automotive Engineers (SAE) J1772 standard for EV charging plug connector and operational requirements.

If the project includes networked equipment the network must:

- Use an open standard protocol to ensure EVSE hardware is not “locked” to a single service provider in perpetuity.
- Not require payment of a subscription fee or membership to use the EVSE.
- Accept credit card, debit card, or other common forms of payment.
- Have customer service assistance available during hours of operation.

Applicant Obligations:

- Projects must obtain all necessary State and local permits required to complete the project.
- Equipment must be maintained and kept in good repair for 5 years.
- Snow removal must be provided to ensure access during/after inclement weather.
- Equipment must operate with a maximum downtime of 10% in any 30-day period.
- All signage, notices and instructions posted at the site regarding EVSE use are legible in both daytime and nighttime conditions.
- Any fees that are charged for use of the EVSE are fully disclosed prior to charging the consumer.
- Fees for use of the equipment must be consistent with the State’s Method of sale regulations.
- Equipment will not be sold or relocated during the terms of the incentive without prior written permission.
- Register equipment that is available to the general public on PlugShare and the US Dept of Energy’s Alt. Fuels Database.

Level 2 EV Charging at Public Attractions Incentive Program

Incentives will support comprehensive turnkey services which include technical assistance, a design for siting of the chargers, completion of a full plan for installation, make-ready upgrades, charging hardware, and full installation of charging hardware.

Program Funding: \$360,000

Program Caps:

	Ports	Level 2 Chargers
Hardware cap per OCPP compliant port		\$3,000
Make-ready work and installation		\$20,000
Level-2 grant cap per location	Capped at 12 ports	\$56,000
Cap per applicant for Level 2 at Public Attractions: \$100,000		

Match Requirements

- For all for-profit applicants, all incentives grant funding cannot exceed 90% of the total project cost. For non-profit and government agency applicants, grant funding cannot exceed 95% of the total project cost.
 - Federal, state and/or utility incentives may be used for applicant match and out-of-pocket costs for make-ready and hardware exceeding program caps. Any utility incentive amounts in excess of required applicant out-of-pocket costs for hardware, utility make-ready, and labor or costs above program caps will be reduced from grant-provided funding.

- For women and minority owned businesses, all incentives when combined with federal, state, and/or utility incentives may cover up to 100% of the total project cost.
 - Federal, state and/or utility incentives may be used for out-of-pocket costs for make-ready and hardware that exceed project caps. Any utility incentive amounts in excess of applicant out of-pocket costs for hardware, utility make-ready, and labor will be reduced from grant provided funding.
 - Refer to Burlingtonvt.gov for definitions of women and minority ownership: https://www.burlingtonvt.gov/sites/default/files/CEDO/Business/Business_Register_Documents/WMBE%20FAQx.pdf

- Applicants are encouraged to seek federal, state, and utility incentives to reduce their out of-pocket costs while maximizing the state-wide impact of the grant.

Program timelines

- Applications may be submitted beginning June 2023, through January 15, 2026.
- Projects must be installed within 12 months of application approval. *

*Reasonable accommodation will be considered based on equipment lead time.

Project award method and thresholds

- After application approval and upon applicant or installer providing quotes for hardware and utility make ready costs, incentives for hardware, utility make ready costs, and up to 25% of installation labor costs will be issued. Remaining incentive amounts will be issued within 30 days of the applicant submitting invoices for project costs and demonstrating the chargers have been installed and activated.
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- Equitable distribution of funds:
 - Cap per applicant for Level 2: \$100,000
 - Projects in GMP territory may not receive greater than 75% of the total program funds, not inclusive of DCFC funds.
 - No one county may receive greater than 10% of the total program funds (\$486,000), not inclusive of DCFC funds.

Projects must meet all eligibility requirements. Eligibility requirements can be found in Appendix III.

Appendix III

Level 2 EV Charging at Public Attractions Incentive Eligibility and Program Requirements

Program Funding: \$360,000

Limitations:

- No funding shall be awarded for EVSE (Electric Vehicle Supply Equipment) mandated under federal, state, or local requirements (such as EVSE that is required to obtain a land use permit or is required per the building energy code). If a project includes mandated EVSE, funding may be awarded for any EVSE that exceeds the mandate. *
- No applicant shall receive incentives for charging ports that exceeds the number of parking spaces at the site.
- No funding shall be awarded for replacement of existing EVSE where the EVSE manufacturer and/or installation warranties are active.
- No applicant shall be awarded funding to cover costs of construction completed prior to application approval.

*Projects that include mandated EVSE must provide separate estimates for the portion of the project required by code and the marginal cost of the additional EVSE.

Program Applicants:

- Eligible applicants include Governments (federal, municipal, public education institutions, public utilities, and other public institutions), commercial property owners, businesses, non-profits, electric utilities, and EVSE equipment providers.
 - Please Note: If the applicant is not the landowner, the landowner must authorize the application.
- Applicants must be in good standing with the Vermont Department of Taxes.

Eligible Sites:

- The proposed project must be located so as to serve public attractions. An attraction is defined as:
 - “Open to the general public for the purpose of recreation, entertainment, education, music, history, agriculture, the arts, [and] artisan products.”¹ Year-round there must be at least 1.5 hours' worth of activities within 5 minutes walking distance of the parking lot.
- The proposed project must be located in parking areas available to the general public.
- Site must:
 - Be designed to consider reasonable proximity to existing infrastructure, while balancing users' needs.
 - Provide sufficient daytime and nighttime illumination to operate the charging equipment.

¹ <https://www.vtattractions.org/about-vaa/>

- Have a level and well-maintained surface with parking striping preferred.
- Meet ADA or HUD accessibility requirements, whichever applies, unless otherwise approved by the EVSE Inter-Agency Workgroup to address site-specific constraints. It is not necessary to designate the accessible EVSE exclusively for disabled users.
- If the project is located in the public right of way, provide on-site general EVSE service sign approved by the Manual on Uniform Traffic Control Devices. See example here: https://mutcd.fhwa.dot.gov/resources/interim_approval/ia13/index.htm.
- If the project is located in the public right of way, provide on-site EVSE parking dwell time management sign(s) approved by the Manual on Uniform Traffic Control Devices, such as “no parking except for electric vehicle charging” unless an equivalent is otherwise approved by the EVSE Interagency Workgroup to meet site-specific needs.
- Allow vehicles to safely park front-to-back, back-to-front, or pull-through to accommodate charging port variations across different vehicles.
- Be designed to prevent physical damage to the charging equipment (e.g., bollards and curbing).
- Be located and designed so charging cords do not create blockages, tripping hazards, or barriers to pedestrian flow.
- Be located and designed to prevent water from accumulating around the site during conditions of flooding.

Eligible Equipment:

- Level 2 equipment is eligible for incentives.

Project Equipment Must:

- Be connected to a network that uses an open standard protocol to ensure EVSE hardware is not “locked” to a single service provider in perpetuity.
- Not require payment of a subscription fee or membership to use the EVSE.
- Accept credit card, debit card, or other common forms of payment.
- Have customer service assistance available during hours of operation.
- Be ADA-compliant with accessible buttons and components.
- Be certified by a Nationally Recognized Testing Laboratory (e.g., Underwriters Labs, UL) for outdoor use as well as able to operate in extreme temperatures (-20 to +100 degrees F).
- Meet NEMA Type 3R or 4 certifications for outdoor electrical enclosures.
- Not have advertising visible from a public road, except as permissible by Vermont’s sign law and local regulation.
- Be designed to prevent water from entering or accumulating within the components during conditions of flooding.
- If corded, have a minimum cord length of 18 feet and comply with National Electric Code (NEC) article 625.
- Have a minimum 3-year warranty.
- Be installed by a licensed electrician in accordance with all current National Electric Codes and the Vermont Electrical Safety Rules.

Level 2 Equipment must:

- Be certified by the California Type Evaluation Program (CTEP):
<https://www.cdfa.ca.gov/dms/ctep.html>
- Meet Society of Automotive Engineers (SAE) J1772 standard for EV charging plug connector and operational requirements.

Applicant Obligations:

- Projects must obtain all necessary State and local permits required to complete the project.
- Equipment must be maintained and kept in good repair for 5 years.
- Snow removal must be provided to ensure access during/after inclement weather.
- Equipment must operate with a maximum downtime of 10% in any 30-day period.
- All signage, notices and instructions posted at the site regarding EVSE use are legible in both daytime and nighttime conditions.
- Any fees that are charged for use of the EVSE are fully disclosed prior to charging the consumer.
- Fees for use of the equipment must be consistent with the State's Method of sale regulations.
- Equipment will not be sold or relocated during the terms of the incentive without prior written permission.
- Register equipment on PlugShare and the US Dept of Energy's Alt. Fuels Database.

Level 3 DC Fast EV Charging at Public Attraction Incentive Program

EV (electric vehicle) Charging at Public Attractions Incentive Program provides funding to support comprehensive turnkey services for DCFC (DC fast charging) installations which include technical assistance, a design for siting of the chargers, completion of a full design for installation, make-ready upgrades, charging hardware, and full installation of charging hardware. This is a competitive award process and funding is not first come first served. Applicants will complete a pre-application on chargevermont.com. After a pre-screening call with the grant administrator to confirm applicant and site eligibility (outlined in Appendix IV) all eligible applicants will be invited to complete a full application that will be competitively scored.

Technical assistance and connections to installers will be provided for eligible applicants to complete full applications as needed.

See Appendix IV for Eligibility and Program Requirements, Appendix V for Pre- and Full Application Requirements, and Appendix VI for Competitive Scoring Criteria.

Program Funding: \$1,440,000

DC Fast Charging Program Caps:

	Ports	DC Fast Charger
Hardware cap per OCPP compliant port		\$30,000
Make-ready work and installation		\$40,000
DC Fast Charger cap per location	Capped at 4 ports	\$160,000
Cap per applicant for DC Fast Chargers: \$640,000		

Match Requirements

- For all for-profit applicants, all incentives grant funding cannot exceed 90% of the total project cost. For non-profit and government agency applicants, grant funding cannot exceed 95% of the total project cost.
 - Federal, state and/or utility incentives may be used for applicant match and out-of-pocket costs for make-ready and hardware exceeding program caps. Any utility incentive amounts in excess of required applicant out-of-pocket costs for hardware, utility make-ready, and labor or costs above program caps will be reduced from grant-provided funding.
- For women and minority owned businesses, all incentives when combined with federal, state, and/or utility incentives may cover up to 100% of the total project cost.

- Federal, state and/or utility incentives may be used for out-of-pocket costs for make-ready and hardware that exceed project caps. Any utility incentive amounts in excess of applicant out-of-pocket costs for hardware, utility make-ready, and labor will be reduced from grant provided funding.
- Refer to Burlingtonvt.gov for definitions of women and minority ownership: https://www.burlingtonvt.gov/sites/default/files/CEDO/Business/Business_Register_Documents/WMBE%20FAQx.pdf
- Applicants are encouraged to seek federal, state, and utility incentives to reduce their out-of-pocket costs while maximizing the state-wide impact of the grant.

Program timelines: These dates are subject to change based on application volume.

- Pre-applications may be submitted beginning January 24, 2024.
- Applicants who submit pre-applications by February 29th and meet program eligibility requirements will be invited by April 1, 2024 to complete full applications.
- Full applications are due by June 1, 2024.
- Full applications will be competitively awarded based on the scoring criteria in Appendix VI. Applicants will be selected for awards by July 1, 2024.
- Projects must be installed within 24 months of application approval. *

Pre-applications submitted after February 29, 2024 will be placed on hold until awards for the first round of full applications are made. Additional rounds of applicants may be pre-screened and invited to submit full applications between 2024 and January 2026 based on remaining available program funds.

*Reasonable accommodation will be considered based on equipment lead time.

Project award method and thresholds

- After full application competitive awards are made, incentives for hardware, utility make ready costs, and up to 25% of installation labor costs will be issued. Remaining incentive amounts will be issued within 30 days of the applicant submitting invoices for final project costs and demonstrating the chargers have been installed and activated.
- Caps for incentives per location:
 - Capped at 4 ports with make ready, \$160,000.
- Cap per applicant for DCFC: \$640,000

Appendix IV

Level 3 DC Fast EV Charging at Public Attraction Incentive Eligibility and Program Requirements

Program Funding: \$1,440,000

Limitations:

- No funding shall be awarded for EVSE (Electric Vehicle Supply Equipment) mandated under federal, state, or local requirements (such as EVSE that is required to obtain a land use permit or is required per the building energy code). If a project includes mandated EVSE, funding may be awarded for any EVSE that exceeds the mandate. *
- No applicant shall receive incentives for charging ports that exceeds the number of parking spaces at the site.
- No funding shall be awarded for replacement of existing EVSE where the EVSE manufacturer and/or installation warranties are active.
- No applicant shall be awarded funding to cover costs of construction completed prior to application approval.

*Projects that include mandated EVSE must provide separate estimates for the portion of the project required by code and the marginal cost of the additional EVSE.

Program Applicants:

- Eligible applicants include Governments (federal, municipal, public education institutions, public utilities, and other public institutions), commercial property owners, businesses, non-profits, electric utilities, and EVSE equipment providers.
 - Please Note: If the applicant is not the landowner, the landowner must authorize the application.
- Applicants must be in good standing with the Vermont Department of Taxes.

Eligible Sites:

- The proposed project must be located in parking areas available to the general public.
- The proposed project must be located so as to serve public attractions. An attraction is defined as:

“Open to the general public for the purpose of recreation, entertainment, education, music, history, agriculture, the arts, [and] artisan products.”² Year-round there must be at least 1.5 hours' worth of activities within 5 minutes walking distance of the parking lot.

Or

Applicants may demonstrate in the Project Description of the pre-application how their site supports public EV charging for their area if there are no public attractions that meet the definition above.

² <https://www.vtattractions.org/about-vaa/>

- Eligible project locations shall not be within 10 miles of another 60 kW or above DCFC in Vermont, except for Tesla Superchargers.
 - Use this map to verify distance from existing DCFC:
<https://veic.maps.arcgis.com/apps/instance/portfolio/index.html?appid=f771fc67b6304b168f3c3ebdce0ab6bc>
- Site must:
 - Be designed to consider reasonable proximity to existing infrastructure and 3-phase power, while balancing users' needs.
 - Provide sufficient daytime and nighttime illumination to operate the charging equipment.
 - Have a level and well-maintained surface with parking striping preferred.
 - Meet ADA or HUD (Housing and Urban Development) accessibility requirements, whichever applies, unless otherwise approved by the EVSE Inter-Agency Workgroup to address site-specific constraints. It is not necessary to designate the accessible EVSE exclusively for disabled users.
 - If the project is located in the public right of way, provide on-site general EVSE service sign approved by the Manual on Uniform Traffic Control Devices. See example here:
https://mutcd.fhwa.dot.gov/resources/interim_approval/ia13/index.htm.
 - If the project is located in the public right of way, provide on-site EVSE parking dwell time management sign(s) approved by the Manual on Uniform Traffic Control Devices, such as “no parking except for electric vehicle charging” unless an equivalent is otherwise approved by the EVSE Interagency Workgroup to meet site specific needs.
 - Allow vehicles to safely park front-to-back, back-to-front, or pull-through to accommodate charging port variations across different vehicles.
 - Be designed to prevent physical damage to the charging equipment (e.g., bollards and curbing).
 - Be located and designed so charging cords do not create blockages, tripping hazards, or barriers to pedestrian flow.
 - Be located and designed to prevent water from accumulating around the site during conditions of flooding.

Eligible Equipment:

- DCFC equipment is eligible for incentives.

Project equipment must:

- Be connected to a cellular network or be hardwired if cellular service is not available or reliable.
- Be OCPP compliant.
- Be dual protocol with both CHAdeMO and SAE (Society of Automotive Engineers) Combined Charging System (CCS) ports.
- Have a charging power of 60kW or above

- Be connected to a network that uses an open standard protocol to ensure EVSE hardware is not “locked” to a single service provider in perpetuity.
- Not require payment of a subscription fee or membership to use the EVSE.
- Accept credit or debit cards through swipe or chip readers.
- Have 24/7 customer service assistance available.
- Be ADA-compliant with accessible buttons and components.
- Be certified by a Nationally Recognized Testing Laboratory (e.g., Underwriters Labs, UL) for outdoor use as well as able to operate in extreme temperatures (-20 to +100 degrees F).
- Meet NEMA (National Electrical Manufacturer Association) Type 3R or 4 certifications for outdoor electrical enclosures.
- Not have advertising visible from a public road, except as permissible by Vermont’s sign law and local regulation.
- Be designed to prevent water from entering or accumulating within the components during conditions of flooding.
- If corded, have a minimum cord length of 18 feet and comply with National Electric Code (NEC) article 625.
- Have a minimum 3-year warranty.
- Be installed by a licensed electrician in accordance with all current National Electric Codes and the Vermont Electrical Safety Rules.

Applicant Obligations:

- Projects must obtain all necessary State and local permits required to complete the project.
- Equipment must be maintained and kept in good repair for 5 years.
- Snow removal must be provided to ensure access during/after inclement weather.
- Equipment must operate with a maximum downtime of 10% in any 30-day period.
- All signage, notices and instructions posted at the site regarding EVSE use are legible in both daytime and nighttime conditions.
- Any fees that are charged for use of the EVSE are fully disclosed prior to charging the consumer.
- Fees for use of the equipment must be consistent with the State’s Method of sale regulations. Change or increase in the fee structure for use of the equipment must align with the change or increase in utility rates.
- Equipment will not be sold or relocated during the terms of the incentive without prior written permission.
- Register equipment on PlugShare and the US Dept of Energy’s Alt. Fuels Database.

Appendix V

Level 3 DCFC Pre-Application Requirements

Applicants must complete the pre-application form on chargevermont.com. Please submit one pre-application per site. Applicants may submit multiple pre-applications. Applicants must meet applicant and site eligibility requirements in Appendix IV.

Full Application Requirements

Program Applicants:

- If the program applicant is a utility or EVSE equipment/service provider, to submit a full application, the applicant must demonstrate that a site host agreement is in place or provide documentation from the site host that an agreement will be executed.
- If the program applicant is **not** a utility or EVSE equipment/service provider, to submit a full application an installer and/or EVSE service provider must be selected.

Project Summary:

Please provide a description of the project that includes the following information:

1. Distance from the next closest DCFC ([see map of existing charger](#))
2. Type of DCFC ports (include capacity of charger)
3. The type of parking, number of parking spaces at the location, and number of parking spaces the EV chargers will serve
4. Any existing EVSE at the site (Level 1 or 2)
5. How the locations meet the definition of a public attraction. If there is no public attraction in your area, please explain how the location supports public EV charging.
6. Any foreseeable project challenges and how they will be addressed

Detailed Project Cost Estimate*:

Please a summary of the total project cost, other applicable utility or other incentives, applicant match and a detailed estimate with separate line-item costs for all project components listed below, including any:

Eligible costs include:	Ineligible costs include:
<ul style="list-style-type: none">• Hardware (please specify the number of Level 3 ports)• Utility make ready• Civil site make ready• Labor	<ul style="list-style-type: none">• Extended warranties (beyond the required 3-year warranty)• Software subscriptions (prepaid or monthly)• Signage beyond what is required for projects located in public right of way• Painting of parking spots• Curbing and paving not required for ADA accessibility, code, or to protect equipment from damage• Internet or cellular service costs

***Please Note:** No funding shall be awarded for EVSE mandated under federal, state, or local requirements. If EVSE is mandated, separate the cost of installation and chargers above and beyond these requirements.

Site Plan:

1. One aerial view (Google Maps is sufficient) with the site clearly marked.
2. Photos or plans indicating what parking spaces EVSE hardware will serve
3. Photos or plans indicating distance to existing electrical infrastructure (meter, panel, service entrance)
4. Photos or plans indicating location of lighting and pedestrian pathways
5. EVSE hardware specifications
 - a. Indication of OCPP port compliance – yes or no

Project Management and Timeline:

1. Please provide a list and contact information who will be involved in the project and their roles within the project.
2. Please provide dates for completion of the milestones below:
 - a. Estimated dates for permitting and/or easement approval*
 - b. Equipment procurement
 - c. Utility and civil make ready work completion
 - d. Charger installation
 - e. Charger activation and commissioning

*It is the applicant’s responsibility to obtain all required local, State, and federal permits. Visit the [permit navigator tool to identify Agency of Natural Resources permits](#) that may be required. Any electrical installation at a public building (any building that is not a single family-owner occupied home) requires a licensed electrician who will need to obtain an energizing permit from the Division of Fire Safety. For questions about other permits required for your project, please call the State’s permit specialist at 802-477-2241, and your local municipal office.

Operation and Management Plan:

Please provide a description of the following

1. Fee structure (how and at what rate will users be charged and/or pay for use of the equipment)
2. Signage for the equipment
3. Who will own and operate the equipment for the duration of the 5 year program obligations
4. Who will be responsible for maintaining and clearing snow from the equipment, etc. for the duration of the 5 year program obligations
5. Who will be responsible for maintenance and/or repair costs and work outside of equipment warranties during the 5 year program obligations

Appendix VI

Level 3 DCFC Full Application Competitive Scoring Criteria

If the score for two or more applications are tied, the application with a higher Overall Project Quality score will be ranked higher. If still tied, the application with a higher Project in Priority Location score will be ranked higher. If still tied, an objective tiebreaker (such as a random drawing) will be utilized.

To be considered for an award, projects must receive a minimum score of 60 points.

Overall Project Quality - 35 points

Criteria: Applicant has provided a full and detailed description of the project, including equipment specifications and site plans, fee and management structure, project timeline, key challenges, and how the project will address these challenges.

Please describe how your project meets the goal of providing reliable public charging access at public attractions.

Project in Priority Location – 30 points

Criteria: Applicant has indicated that the charging solution proposed is at least 10 miles from existing DCFC. Projects with distances greater than 10 miles from existing DCFC will be ranked higher.

Please describe how the project supports and meets the needs for public fast charging in your area. What are the challenges regarding EV (electric vehicle) charging in your area and how is this the solution? What indicators do you have from your community that there is a need and demand for public fast charging in your area? For example, surveys or communication to assess interest and needs related to EVs and EV Charging at this site or in the area, letters of support, etc.

Project Readiness – 20 points

Criteria: Applicant has demonstrated ability and readiness to complete the proposed project.*

Please describe any work completed to date that informs this project. For example, equipment and installer selection, site feasibility assessments, outreach to electric utility, electrical design work, identification of permits needed, partnerships or commitments from other organizations or stakeholders, application to or confirmation of other incentives, and a realistic project timeline.

* No funding shall be awarded for replacement of existing EVSE where the EVSE manufacturer and/or installation warranties are active. No applicant shall be awarded funding to cover costs of construction completed prior to application approval.

Project Budget – 15 points

Criteria: Applicant’s budget supports a realistic and appropriate project scope and has clearly identified the source for the applicable applicant match. Project uses the most cost-effective approach to siting, installation, and equipment to provide the identified solution.

Please provide additional information to ensure your budget is realistic and appropriate for the project scope. Please include any identified additional sources of funding to support the project (other available incentives, tax credits, etc.)