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: $3,127,986

Program Caps:

- No county may receive greater than 30% of the total program funds, inclusive of all L1 & L2 incentive categories, but not inclusive of DCFC awards. This threshold is currently $2,401,792.
- No applicant may receive more than $100,000 in total program incentives, inclusive of all L1 & L2 incentives categories.
- 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.

Project Caps:

	Ports	Level 1 Chargers	Level 2 Chargers
Hardware - Maximum incentive per OCPP compliant port/non-OCPP complaint port		$500/$500	$3,000/$2,000
Hardware - cap on # of ports at workplaces with 1-50 employee(s) per location	4	$2,000/$2,000	$12,000/$8,000
Hardware - cap on # of ports at workplaces with 51-100 employee(s) per location	8	$4,000/$4,000	$24,000/$16,000
Hardware - cap on # of ports at workplaces with 101+ employee(s) per location	12	$6,000/$6,000	$36,000/$24,000
Make-ready and installation - cap per project location		$3,600	$20,000

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 grant-eligible 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 eligible 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. Refer to Burlingtonvt.gov for definitions of women and minority ownership: https://www.burlingtonvt.gov/sites/default/files/CEDO/Business/Business_Registry_Documents/WMBE%20FAQx.pdf

- Federal, state and/or utility incentives may be used for out-of-pocket costs for make-ready and hardware that exceed project caps. Utility incentives may only be used for grant-eligible costs. Any utility incentive amounts in excess of applicant out of-pocket eligible costs for hardware, utility make-ready, and labor will be reduced from grant provided funding.

- 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 award methods and timelines

- Applications may be submitted beginning June 2023.
- Applications will be processed on a first-come first-serve basis until funds are fully subscribed.
- Applications closed due to lack of available funds will be notified if additional funds become available.
- Projects must be installed within 12 months of confirmation of project eligibility*.

*Reasonable accommodation will be considered based on a case by case basis.

Project award method and timeline

- Applicant submits a pre-application on Chargevermont.com
- Applicant receives a phone call or email from the grant administrator to pre-screen for eligibility
- If applicant does not meet eligibility criteria, they will be notified and the application will be closed out.
- If applicant meets the eligibility criteria, the applicant continues along the following process.
    - The applicant works with an installer/contractor to prepare, and submit to the grant administrator, a project Design & Estimate.
      **grant administrator may connect the applicant to an installer/contractor if needed*
    - Grant administrator reviews and approves application materials
    - Upon approval of the Design & Estimate, grant administrator sends a grant incentive offer and grant agreement to the applicant, property owner (if not the applicant), and the contractor/installer (if they are receiving the incentive payment directly)
    - Upon execution of the grant agreement, the first grant incentive payment is dispersed via check or ACH to the applicant or contractor
    - EVSE is installed within 12 months of grant incentive payment
    - Applicant submits project completion documentation (photos of installed chargers and documentation that they are functioning) and final project invoices
    - Within 30 days of the applicant submitting invoices for project costs and demonstrating the chargers have been installed and activated the Grant Administrator reviews documents, updates final incentive amount, and issues final incentive payment to the applicant or installer.

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: $3,127,986

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 applicant shall be awarded funding to cover costs of construction completed prior to application approval
- No funding shall be awarded for replacement of existing EVSE where the EVSE manufacturer and/or installation warranties are active.
- Funding for replacement of EVSE without an active warranty will be awarded on a case-by-case basis.
- Funding for expansion of EVSE at a location with existing EVSE will be awarded on a case-by-case basis.
- No funding shall be awarded for workplace projects at locations with existing EVSE dedicated for site employees, if the project will result in a total number of workplace EVSE ports at the location exceeding the project caps for the number of ports.

*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.

Eligible 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 application.*
- Applicants must be in good standing with the Vermont Department of Taxes.
- Site can only qualify for one funding category.

Eligible Sites:

- The proposed project must be located in parking that serves employees at their 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 must:

- Be either Level 1 or 2 equipment.
- 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.
- 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

If equipment users will be charged a fee for use of the equipment:

- Users shall not be required to pay a subscription or membership to use the EVSE.
- The equipment shall accept credit card, debit card, or other common forms of payment.
- Customer service assistance must be available during hours of operation.
- Equipment and the network it operates on must adhere to cyber security standards for transmission of financial information.
- Fees that are charged for use of the EVSE must be fully disclosed prior to charging

the consumer.

- Fees for use of the equipment must be consistent with the State's Method of Sale regulations.

If equipment is available to the general public (e.g. outside of employee hours), and users will be charged a fee for the use of the equipment, equipment must:

- be certified by the National Type Evaluation Program (NTEP) https://www.ncwm.com/ntep-certificates
- be licensed by the Weights & Measures section of the Agency of Agriculture and Food Markets. https://agriculture.vermont.gov/electric-vehicle-charging-stations
- operate on a network that meets Open Charge Point Protocol standards -to ensure EVSE hardware is not "locked" to a single service provider in perpetuity.
- Be registered on PlugShare and the US Dept of Energy's US Dept of Energy's Alt. Fuels Database.

Level 2 Equipment must:

- 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.
- Equipment will not be sold or relocated during the incentive's terms without written permission.