

COMMUNITY CHARGING REBATES PROGRAM FAQ



What is the Plugging In Oregon Community Charging Rebates program?

The *Plugging In Oregon* Community Charging Rebates program (CCR) is a multi-million dollar, multi-year program offering rebates to **public and private entities** to reduce the cost of purchasing, installing and maintaining qualified Level 2 EV charging equipment at publicly accessible parking locations and multi-family housing (MFH) throughout Oregon.

What are the rebate amounts?

Project Type	Charger Type	Maximum Rebate per Port (Min. 2 ports/site)
Publicly accessible parking, including right-of-way parking	Level 2	\$4,250, up to 75% of eligible project costs
Multi-Family Housing (can be private)	Level 2	\$5,500, up to 75% of eligible project costs
Multi-Family Housing (can be private)	Level 1	\$750

*Level 1 charging rebates are offered at multi-family housing only and are encouraged to be installed in conjunction with Level 2 charging ports.

How many rebates can I receive?

No single entity may receive more than \$150,000 in program rebates in a single funding cycle. Oregon Department of Transportation (ODOT) reserves the right to limit rebates to companies owned by or affiliated with the same entity to \$150,000 per funding cycle.

How is Forth involved?

ODOT has contracted with Forth to conduct on-the-ground outreach to inform and encourage Oregonians to participate in the program, provide technical support and assistance to potential applicants in an effort to expand access. Forth will prioritize efforts in disadvantaged and rural communities.

What is a rural community?

For CCR projects, rural communities are identified using the Oregon Office of Rural Health's Urban/Rural map. Areas identified as "rural" or "frontier" are considered rural under this program. A searchable map of disadvantaged communities that meet this definition can be found on ODOT's CCR program webpage: <https://www.oregon.gov/odot/climate/Pages/communitychargingrebates.aspx>.

What is a disadvantaged community?

For CCR projects, disadvantaged communities (DACs) are identified using ODOT's Statewide Equity Map. The Census blocks identified as "High" or "Medium-High" disparity are considered disadvantaged under this program. The Statewide Equity Map was developed using 2019 American Community Survey data and identified communities with high concentrations of Black, Indigenous, People of Color (BIPOC), seniors and populations experiencing limited English proficiency, disability and poverty. A searchable map of disadvantaged communities that meet this definition can be found on ODOT's CCR program webpage:

<https://www.oregon.gov/odot/climate/Pages/communitychargingrebates.aspx>.

ELIGIBILITY

Who is eligible to apply for the rebate?

To apply for a rebate under the program, eligible applicants must:

- Be a business, nonprofit organization, or state, local or Tribal government entity. Businesses and nonprofits must be licensed to do business in Oregon, with a valid Oregon Business License.
- Be the Site Owner of an eligible location or their Authorized Agent with a Site Host Agreement or Site Verification Form.

What are the eligible locations or site requirements?

A project site must be located within the State of Oregon. Eligible applicants must install Level 2 EV charging equipment at one of the following types of sites:

1. **Publicly Accessible Parking Site:** A parking site that has been designated by a property owner or lessee to be available and accessible to the public for a minimum of nine (9) hours per day, at least seven (7) days per week, and is reasonably expected to be visited by the public during the hours of availability. Charging equipment installed at public sites must be networked charging equipment.
2. **Multi-family Housing (MFH) Site:** A parking site with at least five (5) parking spaces that primarily serves a MFH with five (5) or more residences, such as apartment buildings, townhouses, condominiums, and co-ops.

EV charging equipment installed at MFH sites under this program may be restricted to resident use only or open to a broader user group, but they must be commonly accessible and not dedicated to individual units.

Charging equipment installed at MFH sites may be either networked or non-networked charging equipment; however, networking is recommended for sites installing five (5) or more charging ports.

All premises must be well-lit, secure and in compliance with all federal, state and municipal laws, ordinances, rules, codes, standards and regulations. In addition, each charging station must be located in a parking space that is designated for electric vehicles only and marked with the appropriate signage.

What could make me ineligible to apply?

1. A project is ineligible for this rebate program if the proposed location serves exclusively fleet vehicles or is primarily used as an individual residential home, even if a home-based business is operated out of the residence.
2. Ineligible applicants include federal government entities, and individuals applying as individuals (not on behalf of an eligible applicant), including individual residents or tenants of multi-family housing.
3. Applicants are not eligible to apply for the rebate on any EV charger that is part of a project site receiving funding from the National EV Infrastructure (NEVI) formula program.
4. Charging equipment with an installation date and any costs incurred prior to the program launch date in June 2023 are not eligible.

APPLICATION

When can I apply?

Funding will be disbursed in several rounds over multiple years. The first round includes \$1.75 million and applications will be accepted from program launch in June 2023 through August 2023 or until the program runs out of funds, whichever comes first. The rebate is a first-come, first-served reimbursable incentive, hence early application is encouraged.

How do I apply?

Applicants have two options when applying for a rebate under this program:

- **Pre-installation:** Applicants may apply prior to installing EV chargers and reserve funding, pending verification of a pre-installation application. Under this pathway, applicants have 270 days from a funding reservation date to install EV chargers.
- **Post-installation:** Applicants may install EV chargers at an eligible site and apply for the rebate within 90 days of installation.

With either application path, there are a number of documents required to verify eligibility. ODOT reviews and confirms receipt and completeness of the application and all required documents, approving reservation of funds and/or payment.

What is the deadline to apply?

Applicants must apply before rebate funds are exhausted or before the program end date (August 2023), whichever comes first.

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What happens if an application is incomplete?

If an application or accompanying required documents are determined to be incomplete or illegible, the applicant will be notified of the error and shall have ten (10) calendar days to make all necessary corrections. If errors are not corrected in this timeframe, the application will be canceled and any reserved funds will be reallocated.

FUNDING

Can I reserve funding in advance?

Yes! Eligible Applicants may apply for the rebate and reserve funding prior to project installation or apply for the rebate within 90 days of the installation date, as long as costs were incurred and installation was completed after program launch in June 2023.

For pre-installation applications, installation must be completed and final documents provided within 270 days of receiving notice that funding has been reserved, otherwise, the application will be canceled and reserved funding will be reallocated.

For pre-installation applicants rebate levels are calculated and reserved based on the base rebate amounts listed above and the number of ports included in the project. If actual project costs differ from initial estimates, rebate levels will be recalculated and awarded, pending available funding. If actual project costs are higher than expected and the program is over-subscribed when final documents are submitted (i.e., additional funding is not available to recalculate the rebate), rebates will be awarded based on the amount initially reserved.

How will I know if the rebate is reserved?

Once your application has been submitted, ODOT will review your application to ensure it meets all eligibility requirements. Once this review is complete, you will receive a **"Funding Reserved"** email confirming that funds have been reserved for your application and providing a **Reservation Date**. You have 270 days from the reservation date to complete the installation of your eligible equipment and submit the required documents.

What if I completed an EV charger installation before the program launch date?

The goal of the program is to incentivize the installation of new EV charging in Oregon. Installations that have been completed prior to the program launch date are not eligible to receive rebates. In addition, any costs incurred prior to the program launch date are not eligible. Costs incurred after program launch date and prior to a project's Reservation Date are incurred at the applicant's own risk (i.e., application may be determined ineligible, or funds may not be available at the time of application). A project's Reservation Date is defined as the date funds are reserved for the application, confirmed by a "Funding Reserved" email notification sent to the applicant.

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What can the funding be utilized for?

- EV charging equipment
- EV charging equipment installation costs (including labor and materials)
- Planning and engineering design costs
- Electrical service upgrades (including stub outs, transformer, electric panels, utility service order)
- Project signage
- Site lighting
- ADA compliance (curb cuts, path of travel, striping)
- Network agreement with network provider (up to 3 years, if paid in advance)
- Maintenance contracts (up to 5 years, if paid in advance)

Ineligible costs include:

- EV charging equipment leasing costs (leased equipment is not eligible under this program)
- Real estate acquisition costs
- Extended warranties
- Construction or general maintenance of buildings and parking facilities
- Local permit costs
- Administrative costs
- Electric supply costs
- Any project costs offset by other incentive programs
- Any costs incurred prior to program effective date

DOCUMENTATION

What supporting documents are required for pre-installation to reserve funding?

1. Completed online application form (Part 1).
2. Identification of any required permits needed to complete the project.
3. Site Verification Form or Site Host Agreement.
4. Copy of a minimum of two (2) itemized project quote(s) from equipment providers and/or installers for the installation of charging equipment or a detailed engineering estimate.

What documents are required to receive the rebate payment post-installation?

1. Completed online application form (Part 2).
2. Serial numbers and GPS coordinates for all charging equipment.
3. Copy of Permit(s): scan of building permit to install charging equipment or note from the authority having jurisdiction that no building permit is required.
4. Current W-9 form, signed and dated within the last year.
5. Network service agreement and proof of payment for up to three (3) years of network services.
6. Maintenance contract and proof of payment for up to five (5) years of maintenance services.
7. Copy of paid invoice for equipment. The invoice should include the purchase date, vendor information (name, company, contact information), total cost, and an itemization of charges.
8. Copy of paid invoice for all installation costs. The invoice should include the installation date, installer information (name, company, contact information), itemization of eligible costs, credits, discounts, and incentives received, if applicable.
9. Photos, including of the installed site, serial numbers for each station, customer support number, pricing display.

I uploaded all required document. When will I receive my rebate check?

Once installations are complete and all required documents have been uploaded, ODOT will review your application and accompanying documents. If necessary, ODOT will follow up with you for missing or incomplete information. If all documents are complete, your application will be approved. ODOT will issue rebate checks within 45 days of application approval contingent on available funding.

ELIGIBLE TECHNOLOGY

What are the Level 2 EV charger requirements?

Level 2 charging equipment installed under this program must be qualified by either Pacific Power or Portland General Electric. Detailed specifications are outlined in the Program Guidelines.

Some basic requirements for Level 2 charging equipment include:

- All EV charging equipment must be new. Previously installed or rebuilt equipment and replacement stations are ineligible, as well as those funded entirely by third parties.
- Charging stations must be purchased and not leased.
- Each port must offer a SAE J1772 compatible connector.

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- EV chargers must be capable of providing a minimum of 7.2 kW output electric power at each port, concurrently.
- All stations must have a minimum five-year warranty (either from the manufacturer, a third party, or the Contractor).
- All non-networked charging stations must be network-capable, allowing site hosts to add networking in the future without replacing the entire unit.

MULTI-FAMILY HOUSING

What qualifies as multi-family housing (MFH)?

Apartments, condominiums, co-ops, and townhouses. To apply for the rebate, the location must have five (5) or more residences, with a minimum of five (5) parking spaces. Motels and hotels are considered public locations, not MFH sites.

Who can apply for the rebate for a MFH project?

The property owner, property manager, or Homeowners Association can apply. All authorized agents must demonstrate permission from the property owner.

What are the Level 1 EV charger requirements?

Level 1 charging installed under this program (MFHs only) may include wall or pedestal mounted charging equipment or a standard 110/120 volt outlet, and must meet the following requirements:

- Any equipment must be new. Previously installed, rebuilt or replacement equipment is ineligible.
- Each plug/outlet must be capable of providing a minimum of 1.4 kW output electric power concurrently.
- 110/120 volt outlets must be placed in a convenient location for a plug-in vehicle or micro-mobility operators to plug in their portable Level 1 EV charger or e-micromobility cord sets.

Who can I contact if I have questions?

Email Forth Program Manager, **JR Anderson**, jranderson@forthmobility.org