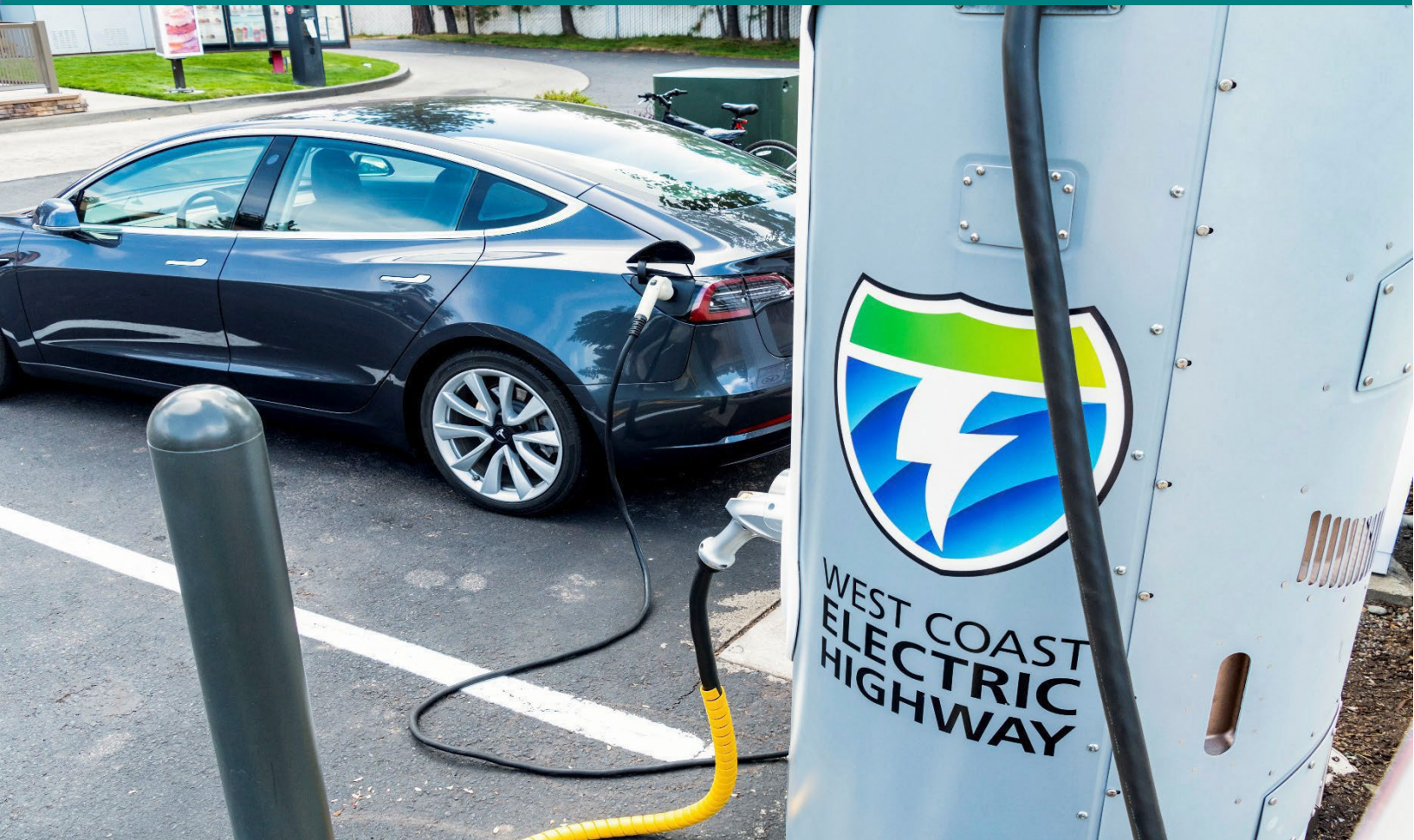


COMMUNITY CHARGING REBATES (CCR)



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I. FUNDING OPPORTUNITY DESCRIPTION

A. BACKGROUND AND PURPOSE

In Oregon, as is the case nationally, the transportation sector is the largest source of greenhouse gas (GHG) emissions, comprising approximately 35% of total GHG emissions. Oregon has long recognized that rapid transportation electrification is critical to meeting its climate goals and avoiding the worst impacts of climate change. Widespread adoption of electric vehicles (EVs) has the potential to significantly reduce GHG emissions from the transportation sector, especially as increasing amounts of renewable energy generation are added to the electric grid. Oregon's transportation electrification work over the last decade has achieved significant results. In the past five years, the number of EVs on Oregon's roads has nearly quadrupled, earning Oregon one of the highest EV adoption rates in the country. The strong EV groundwork, policies and partnerships developed over the last decade make Oregon well poised for continued EV growth.

EV charging infrastructure is a critical driver of EV adoption. While charger deployment in Oregon has grown steadily, it has not sufficiently kept pace with the growth in EVs on Oregon roads to fully meet the demand for public charging. ODOT's [Transportation Electrification Infrastructure Needs Analysis \(TEINA\)](#), released in July 2021, found there are significant EV charging gaps throughout Oregon and highlighted an extraordinary need for growth in charging infrastructure in both the near and long term to meet the zero emission vehicle (ZEV) adoption goals established in [Senate Bill 1044](#). TEINA estimated that a five-fold increase in EV charging ports is needed throughout Oregon by 2025, and an estimated 20-fold increase needed by 2030. Additionally, TEINA highlighted the need for investment in public EV charging infrastructure in areas less likely to see private sector investment due to lower than average EV adoption.

In 2024, Oregon's Department of Environmental Quality (DEQ) secured \$197 million in federal funding from the U.S. Environmental Protection Agency (EPA) through a nationwide competitive grant for its Climate Equity and Resilience Through Action (CERTA) program. CERTA aims to deliver benefits such as lower greenhouse gas emissions, clean energy access, lower utility costs, energy-efficient housing construction, and improved health outcomes across Oregon. Of the total \$197 million, the Oregon Department of Transportation will receive \$10.9 million to be administered through the Community Charging Rebates (CCR) program, which provides rebates to public and private entities for installing Level 2 and DC fast charging stations principally within rural and predominantly low-income communities.

ODOT recognizes its vital role in ensuring equitable access to transportation infrastructure, including EV charging stations, for all Oregonians. Through its Community Charging Rebates program, ODOT aims to increase EV charging in Oregon communities, to encourage widespread EV adoption and ensure Oregonians can transition to electric vehicles equitably.

B. PROGRAM OVERVIEW

The **Community Charging Rebates (CCR)** program, or Program, aims to increase access to Level 2 charging stations in Oregon communities to encourage widespread EV adoption. The Program offers rebates to public and private entities to reduce the cost of purchasing, installing, and maintaining qualified Level 2 charging equipment at publicly accessible parking locations, workplaces and multi-family housing (MFH) throughout Oregon. The initial launch of this federally-funded program, and the primary focus of this program, is to support the installation of Level 2 charging infrastructure; at a later point, a portion of funding will be reserved for installation of DCFC and these guidelines will be updated to reflect that change. Rebates are awarded on a first-come, first-served basis, with the majority of funds (70%) reserved for projects in priority communities, or those defined as rural and predominantly low income under this Program.

Key Programmatic Changes for Round 4

Several programmatic changes are being implemented in Round 4 of the Community Charging Rebates Program, in keeping with the federal grant that funds this Round. These changes include, but are not limited to:

- 1) Data reporting will be required for all projects, with permission granted to ODOT and its consultants to collect data that is transmitted directly from the charging equipment.
- 2) Service Level Agreements or maintenance contracts, and networking will be required for all project sites, and must be paid in advance for five years; extended warranties for up to five years are an eligible expense, if paid in advance.
- 3) A higher rebate level is set for all types of project sites.
- 4) A single entity cannot receive more than \$1 million in rebates among all the rounds of this federally-funded project, beginning November 6, 2025 through December 31, 2027 or until all funds are expended.
- 5) The port maximum is removed and the maximum rebate per project site is capped at \$249,000.
- 6) Federal funds compliance and full financial responsibility terms and conditions are incorporated as are termination conditions.

C. FUNDING TYPE AND AVAILABILITY

The Program provides cash rebates for the installation of Level 2 charging equipment at eligible locations. Rebates are awarded to approved applicants after eligible EV charging equipment has been installed and activated, project costs have been paid in full, and all required documentation has been submitted to ODOT.

Round 4 of the Program will provide \$3 million in federally-funded rebates, and will accept applications until the Program End Date of March 31st, 2026 at 5:00pm PDT or until funds are fully allocated, whichever comes first.

Applications will be accepted, reviewed and reserved on a first-come, first-served basis. Funding is available at the rebate levels identified in Table 1, below. These guidelines and associated rebate

levels will remain in effect until the Program End Date or until the Program runs out of funds. After Round 4, ODOT will evaluate Program success and issue a new version of guidelines and rebate levels.

To qualify for a rebate, Applicants may either apply prior to project installation and reserve funding or apply for the rebate after installation. In either case, all costs must be incurred after May 1st, 2025, to be eligible (see Section IV.A for more information on the application process). **Charging equipment purchased or with an Installation Date before May 1st, 2025 is not eligible for Round 4 of this Program.**

Federal Funds Compliance and Full Financial Responsibility -- new for Round 4

Payment to Program Beneficiary (rebate recipient), via the Oregon Department of Transportation's Round 4 Community Charging Rebates program, will be made from federal funds. Program Beneficiary (rebate recipient) accepts full financial responsibility for any requirements imposed by the Program Beneficiary's failure to comply with program requirements and any applicable federal requirements. If, for any reason, the federal government fails to pay part of the cost or expense incurred by the Program Beneficiary (rebate recipient), or in the event the total amount of federal funds is not available, the Program Beneficiary (rebate recipient) will be responsible for any and all costs or expenses incurred under its Round 4 Community Charging Rebates program activities. The Program Beneficiary (rebate recipient) further agrees to pay any and all lawful claims arising out of or incidental to the performance of the activities covered by the Round 4 Community Charging Rebates Program in the event the federal government does not pay the same.

Termination – new for Round 4

- 1) The Oregon Department of Transportation's Round 4 Community Charging Rebates program rebate application and/or reservation of funds may be terminated by mutual consent of both parties or by the Oregon Department of Transportation upon written notice to the Program Beneficiary (rebate recipient).
- 2) The Oregon Department of Transportation may terminate the Round 4 Community Charging Rebates program rebate application and/or reservation of funds effective upon written notice to Program Beneficiary (rebate recipient), or at such later date as may be established by the Oregon Department of Transportation in such notice, (i) if the Oregon Department of Transportation fails to receive sufficient funding, appropriations, limitations, allotments or other expenditure authority to allow the Oregon Department of Transportation, in the reasonable exercise of its administrative discretion, to make payments to the Program Beneficiary (rebate recipient) under the Round 4 Community Charging Rebates program rebate application and/or reservation of funds, (ii) if there is a change in federal or state laws, rules, regulations, or guidelines so that the program activities funded by the Oregon Department of Transportation's Round 4 Community Charging Rebates program are no longer eligible for funding, or (iii) if the Program Beneficiary is in default.

D. FOCUS ON RURAL AND PREDOMINANTLY LOW-INCOME COMMUNITIES

The majority of rebate funds (70%) are reserved for projects located in priority communities.

To determine whether a project qualifies as a priority community under this Program, type the project address into [ODOT's Community Charging Rebates Priority Type Locator map](#), located on the [CCR Program webpage](#).

E. REBATE AMOUNTS AND CATEGORIES

Rebates vary depending on project characteristics. Table 1 outlines the rebate amounts per port based on the project type. Rebates are based on either a maximum dollar amount per port or a percentage of Eligible Project Costs (EPC). As such, please note that rebate amounts will not be the same for every project. A final rebate amount is determined by the per-port rebate multiplied by the total number of ports (with a maximum of \$249,000 per project site) or 80% of Eligible Project Costs, whichever is less. Rebates can be applied to project costs associated with equipment acquisition, installation, operation, and maintenance (see Section II.D for a detailed breakdown of Eligible Costs).

TABLE 1: PROGRAM REBATE AMOUNTS

Project Type	Charger Type	Maximum Rebate per Port
Publicly accessible parking, workplace, multi-family housing	Level 2	\$8,000, up to 80% of eligible project costs

The Program rebate may be combined with other federal, state, or local agency or utility incentives and grants to further offset the cost of equipment purchase and installation. However, if an applicant is applying for both an ODOT rebate and an additional incentive or grant, including from DEQ or an Oregon electric utility, the Applicant must note this in ODOT's rebate application and notify the appropriate alternate program of dual participation. In addition, applicants must apply for other incentives first, prior to applying for ODOT's rebate. Any incentives or grants received from other sources will reduce the project's calculation of Eligible Project Costs, which is used in calculating the rebate payment. An applicant may not profit from any ODOT incentives.

Note: This disclosure requirement does not apply to any applicable federal tax incentives, such as the Alternative Fuel Refueling Property Credit (30 C) designated under Section 13404 of the Inflation Reduction Act. The Alternative Fuel Refueling Property Credit is currently scheduled to expire June 30, 2026.

Applicants are not eligible to apply for a rebate for this Round on any EV charger that is part of a project site receiving funding from the National EV Infrastructure (NEVI) formula program or the Electric Vehicle Charger Reliability and Accessibility Accelerator (EVC-RAA).

F. PROGRAM AWARD CAPS

Workplace and public sites must install a minimum of two (2) Level 2 charging ports per project site and multi-family housing sites must install a minimum of four (4) Level 2 charging ports per project site. All eligible applicants—whether for public, workplace, or multifamily housing (MFH) sites—may apply for a maximum of \$249,000 in rebates per project site across all funding rounds from November 6th, 2025 through December 31st, 2027, or the conclusion of this federally-funded program.

If an applicant plans to install chargers for different purposes at the same site, such as providing two chargers for employee use and four chargers for residents of a multi-family housing complex, they must submit separate applications for each use case. For example, they would need to submit one

application for the two employee chargers and another application for the four multi-family housing chargers at the same site.

When submitting multiple applications for the same site, applicants must meet the minimum port requirements for each use case. However, the total amount of rebates at the site for all use cases cannot exceed \$249,000. Applicants must also note in their application whether the site has multiple application IDs.

A project site is defined as a single physical address. If the sites are very close in proximity but have different addresses, ODOT will review them to determine whether they can be considered as independent project sites or categorized under one site address.

TABLE 2: MINIMUM + MAXIMUM PORT REQUIREMENTS

Project Type	Level 2 Minimum Port Requirement
Publicly Accessible Parking	2
Workplace	2
Multi-Family Housing	4

Consultation with ODOT is required if you have a proposed site that serves multiple project types (multifamily housing, workplace, or publicly accessible parking). ODOT reserves the right to determine which type of charging is eligible to be awarded rebate funding for that site.

No single entity may receive more than \$1,000,000 in total Program rebates when federal funds are used for reimbursement. ODOT reserves the right to limit rebates to companies owned by or affiliated with the same entity to \$750,000 per funding cycle.

II. ELIGIBILITY REQUIREMENTS

A. ELIGIBLE APPLICANTS

To apply for a rebate under the Program, Eligible Applicants must:

- 1) Be a business, non-profit organization, or state, local or Tribal government entity. Businesses and non-profits must be licensed to do business in Oregon, in good standing, and hold a valid Oregon Business License*.
- 2) Be the Site Owner of an eligible location or their Authorized Agent with a Site Verification Form or Site Host Agreement. Third-party organizations may assist Eligible Applicants in the application process, or apply for a rebate on their behalf, but **the rebate must go to the entity that incurs project costs**.

*Tribal businesses without an Oregon Business License are Eligible Applicants. ODOT will work with Tribal business applicants on a case-by-case basis to determine the appropriate information required in lieu of an Oregon Business License.

The Oregon Department of Transportation (ODOT) is an Eligible Applicant for publicly accessible project sites if the location has parking that is provided primarily for public use, such as Department of Motor Vehicle (DMV) offices, Park and Ride lots, and select right-of way use cases. ODOT is an

Eligible Applicant for workplace project sites if the location has parking provided primarily for its employees. ODOT applications will be reviewed on a case-by-case basis to ensure they meet these requirements.

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 (MFH).

Eligible Applicants must incur project costs to be eligible for the rebate. Leased charging equipment and service contracts are not eligible under this Program. Applicants who have received donated equipment but will incur other eligible project costs, such as for installation, are eligible for a rebate under this Program but will not be reimbursed for the value of donated equipment.

B. ELIGIBLE LOCATIONS

A project site must be located on real property in Oregon to be eligible for a rebate.

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 is considered publicly accessible if it is open to and accessible by the public for at least 60 hours per week and is reasonably expected to attract public visitors during those hours. However, if the site, such as an industrial location, while technically open to the public, is not a practical or welcoming place for public use due to its nature (e.g., not suitable for people to dwell or frequent for extended periods), it will still be classified as a workplace project. ODOT reserves the right to review and reclassify a project site if it determines that the site does not meet the intended criteria for its current classification.

Examples include, but are not limited to, public or privately operated parking lots and garages, destinations and tourist attractions, retail parking areas, public parks and buildings, hotels, restaurants, transit stations, and right-of-way, curbside or on-street parking. EV charging equipment at public sites may be intended primarily for patrons or employees but shall be available to any visitor to use. A publicly accessible parking space shall not include a parking space that is fenced off to public access, associated with a private residence or that is reserved for the exclusive use of an individual driver or group of drivers. Sites may charge a fee for parking and still be considered publicly accessible under this Program provided they meet the definition listed above.

- 2) **Workplace Site:** A parking site with parking spaces that primarily serve employees or fleet vehicles. Examples include office buildings, manufacturing facilities, universities, schools, hospitals, and other healthcare facilities. EV charging equipment installed at workplace sites under this Program may be restricted to employee use only or open to a broader user group, but employees must be given preferred access to EV charging over customers, contractors, or other visitors onsite to be eligible.
- 3) **Multi-family housing (MFH) Site:** A parking site with at least five (5) parking spaces that primarily serves a MFH complex with five (5) or more residences, such as apartment

buildings, condominiums, and co-ops. Individual residents or tenants who are not the building owner are not Eligible Applicants. 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 solely to individual units.* Hotels and motels are not multi-family housing sites under this Program but rather considered publicly accessible sites for the purpose of applying for funding, as they typically provide access to charging stations for the general public. However, if a hotel or motel restricts charging access solely to employees and customers, it will be classified as a workplace project instead.

*Preference should be given to locating charging equipment in visitor or shared parking. If visitor or shared parking spaces are not available or if installation is not feasible, a MFH site is eligible to apply if the Applicant can demonstrate that convenient access to EV chargers will be shared among residents. Costs must be incurred by an Eligible Applicant, such as a business or Homeowner's Association, and the Eligible Applicant is the rebate recipient. Such applications will be reviewed and approved on a case-by-case basis pending sufficient justification. A project is ineligible for this Program if the proposed location serves an individual residential home, even if a home-based business or a home office is present. Vacation rental properties listed through organizations such as Airbnb or VRBO are not eligible for the Program.

Charging equipment installed at all sites must be “networked” for a minimum of 5 years. The term “networked” refers to a combination of EV charging equipment components and software that allows for centralized management, administration, communication, diagnostics, and data collection. **Networked projects must maintain a minimum of five years of network subscription and be capable of tracking and reporting charger usage data.**

In addition, a maintenance contract or Service Level Agreement for a minimum of 5 years is required for all charging projects, with a party qualified to service and repair the equipment and networked operations, to ensure continued operation of public chargers and increase reliability. **Applicants must identify the party responsible for ongoing maintenance and repair of the charging station(s) prior to reimbursement.**

C. ELIGIBLE TECHNOLOGY

Level 2 charging equipment and networking installed under this Program must be qualified by the Electric Power Research Institute (EPRI) as meeting a set of minimum requirements determined by ODOT. As part of the qualification process, charging equipment vendors provide technical information to EPRI to verify that products meet minimum specifications. EV charging qualifications are updated on a periodic basis. A current list of qualified chargers can be found on the Community Charging Rebate program website [here](#).

At a minimum, all Level 2 charging equipment must:

- Be new and installed for the first time. Previously installed or rebuilt equipment is ineligible. Replacement of broken equipment is eligible, but projects must still follow the minimum port requirements.

- Be purchased and not leased.
- Be compliant with SAE J1772 technical standard or SAE J3400 technical standard.

Note: The North American Charging Standard (NACS) connector is now a certified standard, designated as SAE J3400. UL 2251 listing is available for equipment with SAE J3400 charging connectors. Installing Level 2 chargers with SAE J3400 connectors is highly encouraged, and installing UL listed equipment with SAE J3400 connectors is an eligible cost under this Program. At least one installed port at a venue is encouraged to have an SAE J3400 connector. The charging equipment and connector as a system must be Underwriter's Laboratory (UL) or NRTL listed. Installation of charging equipment with the J3400 (NACS) connector is highly encouraged, but is not required under this Program, to allow time for sufficient UL or NRTL listed equipment to be commercially available.

- Be rated at 7.2 kW or greater.

Note: ODOT strongly encourages any dual port stations installed under this Program to be rated at 9.6 kW or higher, enabling higher charging speeds when two cars are plugged in simultaneously. This will enhance customer satisfaction while contributing to the future proofing of parking lots for increased EV adoption and improved vehicle technologies.

- Have a Service Level Agreement (SLA) or Maintenance Contract that covers 5 years of operations, paid in advance.
- Be networked for 5 years, paid in advance.
- Be certified by a Nationally Recognized Laboratory Program (NRTL) to UL 2594 standard.
- Be capable of withstanding temperature extremes, with normal operation from -22°F to 104°F (UL 2594).
- Be suitable for outdoor application and certified with a minimum rating of NEMA 3R or better to withstand extreme weather conditions, including temperature extremes, flooding, heavy rains, and high winds.
- Be Energy Star certified.

At a minimum, all Level 2 charging equipment must have the following networking and customer service capabilities:

- **Interoperability:**
 - Operate and be compliant with the Open Charge Alliance Open Charge Point Protocol (OCPP) 1.6 – or newer – requirements, and capable of switching networks without technological, contractual, or other unreasonable restrictions. Systems that are OCPP compliant only at the network level are not permitted.
- **Consumer Access, Payment, and Pricing Transparency:**
 - Be accessible by all drivers regardless of network memberships or subscriptions, and drivers shall not be required to pay a subscription fee or otherwise obtain a membership in any network, club, association, or organization as a condition of using the charging stations funded under this Program.
 - Be compliant with the Open Charge Point Interface 2.0.1 (OCPI 2.0.1) or newer as the communications protocol, enabling universal roaming.

- If payment is required, charging stations must:
 - Visibly and clearly display the pricing per unit of sale and any additional fees that may be assessed (e.g., parking or idling fees). User interface must be legible both at night and in direct sunlight, or through another form of display on the charging station. ODOT strongly encourages pricing in dollars per kWh at a rate that is fair and reasonable.
***Note:** ODOT will be monitoring rates charged by rebate recipients through its biannual reporting requirements. If it is determined that charging rates are not fair and reasonable, ODOT reserves the right to disqualify applicants from future rounds of the rebate Program and other ODOT funding opportunities.*
 - Accept more than one form of payment, one of which must be a form of credit and debit card that supports Visa and Mastercard.
 - Provide and display a toll-free number for users to initiate a charging session and make a payment by telephone any time the station is operational and publicly available.
- **Customer Service Support:**
 - Station(s) must include clear use instructions and customer support contact information. A toll-free customer support telephone number must be clearly visible, posted on or near charging equipment, and accessible to customers during all hours of operation. The customer support service must be capable of dispatching or otherwise providing immediate assistance to address operational problems at the charging station, including rebooting the system if necessary.
 - Stations must be equipped with remote diagnostics and remote start capabilities.

D. ELIGIBLE PROJECT COSTS

The following equipment and costs are eligible for rebate funds under this Program:

- EV charging equipment.
- EV charging equipment installation costs, including labor and materials.
- Planning and engineering design costs (e.g., site survey, site layout, etc.).
- Electric service upgrades, including stub outs, transformer, electric panels, utility service order.
- Project signage.
- Local permit costs.
- Site lighting.
- ADA compliance (e.g., design, curb cuts, path of travel, striping, etc.).
- Network agreement with network provider (must be paid up front for 5 years of coverage).
- Operations and maintenance contract or service level agreement (SLA), including equipment and network operations (must be paid up front for 5 years coverage).
- Extended equipment/parts warranties (warranties must be paid up front, limited to a maximum of 5 years of coverage).
- Electric micromobility accommodations (e.g., features enabling electric micromobility devices to securely lock to the charger, 110V outlet on L2 chargers).

Ineligible costs include EV charging equipment leasing costs (leased equipment is not eligible under this Program); real estate acquisition costs; construction or general maintenance of buildings and parking facilities; disposal and/or removal of existing on-site EV charging equipment and installation materials; administrative costs; electric supply costs; upgrades to utility- owned electrical infrastructure; any project costs offset by other incentive programs; and any costs incurred prior to the Program Effective Date (May 1st, 2025).

Applicants may begin incurring costs prior to applying but do so at their own risk if the Applicant has not reserved funding (see Section IV.A for more information on the application process).

Until funding is reserved, there is no way to ensure that an Applicant will be approved for funding or that funds will still be available at the time of application. **Costs incurred before May 1st, 2025 are not eligible for reimbursement.**

III. PROGRAM REQUIREMENTS

If it is determined that an awarded project has failed to meet program requirements, ODOT reserves the right to deny applicants from active and future rounds of the program, or other ODOT funding, at its discretion.

A. INSTALLATION REQUIREMENTS

- Charging stations must be installed in compliance with National Fire Protection Association (NFPA) 70, National Electric Code (NEC) Article 625 and all applicable State and local Electrical Codes currently adopted and enforced within the jurisdiction of installation, including all work with circuits, electrical service, and meters. Charging stations must be installed by contractor(s) who possess all licenses legally required to perform electrical installation work. During periods when electrical installation work is conducted, charging station installation must be supervised or performed by one or more electricians who hold an Electric Vehicle Infrastructure Training Program (EVITP) certification or certification from an equivalent training program that has been approved by the Oregon Electrical and Elevator Board^{1, 1}
- All project installations must comply with all local, state, and federal laws, including any permitting and inspection requirements, environmental laws, and Oregon's Prevailing Wage law, as applicable.
- Charging station installations must meet Americans with Disabilities Act (ADA) requirements. Station configurations should be designed to be accessible to and usable by people with disabilities.

For example, there should be ample room for those with disabilities to enter and exit their EVs comfortably, access ramps for wheelchair use, and charging connectors and payment mechanisms placed at a height that enables comfortable access for those in wheelchairs. Project sites installing five (5) or more EV charging ports are strongly encouraged to offer one exclusive, van-accessible EV charging parking spot. See the U.S Access Board's "Design Recommendations for Accessible Electric Vehicle Charging Stations" for more guidance on designing accessible EV charging stations.²²

B. OPERATIONS AND MAINTENANCE REQUIREMENTS

Awardees are responsible for operating and maintaining the charging equipment funded through this Program at the same location listed on the application for a period of no less than five (5) years from the Installation Date. This includes ensuring the charging station pedestals, and all ancillary equipment, including cables, awnings, canopies, shelters, and information display kiosks or signage associated with the charging stations, are in good working order and in compliance with all manufacturer requirements and recommendations. Applicants shall initiate or cause a subcontractor to initiate the process for making any needed repairs within 24 hours following a notice of a malfunction or other operational issue and shall complete repairs in accordance with the provisions of any operations and maintenance plan. If a station

¹ Per Senate Bill 582 from the 82nd Oregon Legislative Assembly – 2023 Regular Session: <https://legiscan.com/OR/text/SB582/id/2830315/Oregon-2023-SB582-Enrolled.pdf>

² U.S. Access Board "[Design Recommendations for Accessible EV Charging Stations](#)"

becomes inoperable and remains so for five days, Applicants must notify ODOT at the Program e-mail address (communitychargingrebates@ODOT.oregon.gov). If a station is sold or permanently inoperable prior to five (5) years of operation, ODOT may require the Applicant to pay a pro-rated portion of the rebate back, and/or transfer data reporting responsibilities to the new ownership entity.

To ensure the continued operation of the charging stations funded under this Program and the reliability of Oregon's charging network, **Applicants installing chargers at all sites must have a maintenance contract or Service Level Agreement (SLA) with a party qualified to service and repair the equipment and networked operations, covering 5 years of operation. Applicants must identify the party responsible for ongoing maintenance and repair of the charging station(s) prior to reimbursement.** All charging station operators should strive to ensure charging ports are operational at least 97% of the time (i.e., 97% uptime).

In addition, as part of the operation of the equipment, Awardees must provide all data requested to ODOT on a biannual basis (see Section III.C for more information on data reporting requirements).

Applicants that fail to meet the requirement for years-in-service, up-time and data reporting may be declared ineligible for future charging station grants from ODOT. **ODOT may request repayment of a prorated portion of the rebate if applicants fail to submit required data on a biannual basis.**

C. NETWORK AND DATA REPORTING REQUIREMENTS

As a requirement of this Program, awarded Applicants must provide charging station utilization data to ODOT on a **biannual basis**, for a minimum of five (5) years in the format prescribed by ODOT. If a rebate recipient fails to submit required information by its due date, ODOT will not review and may suspend other incentive applications from that recipient until the reporting requirement is fulfilled.

ODOT seeks a combination of both site-specific qualitative charging station data (e.g., location and equipment type) as well as quantitative charging session data (e.g., charging session start/end times) to better understand consumer charging behavior and electric grid impacts, evaluate Program success and inform future public investments to fill in EV infrastructure gaps. ODOT will provide additional guidance on data reporting requirements to rebate recipients.

In Round 4, all EV charging stations are networked charging stations, and ODOT is likely to request the following additional data, per charging session:

- Charging Station ID
- Port ID
- Charging port type
- Charging session ID
- Charging session date
- Charging session start/end times
- Charging station time zone
- Total time plugged in
- Total time spent charging
- Total energy dispensed (kWh)
- Price per kWh
- Total transaction fee (where applicable)
- Maximum power output (kWh)

As a condition of participation in the Community Charging Rebate program, Awardees will be required to sign an agreement that grants ODOT and/or its consultants the ability to retrieve read-only access to each CCR-supported station's charging session data directly from the equipment provider/network account. The goal of this is to facilitate automated data reporting that will require no input from the awardee once set up.

ODOT understands that varying levels of data may be available based on the level and type of hardware and software used in the project but, nevertheless, anticipates that all approved vendors will be able to accommodate automated data reporting. If automated data reporting is not supported at a given project site for any reason, ODOT may ask for manual reporting of charging session and station utilization data on a biannual basis for a period of 5 years, starting six months after project installation.

Charging station data will be used for the purposes of required data reporting, performance monitoring, and future program design. Personally identifiable information (PII), including information about specific charging stations will never be shared publicly, however ODOT may use charging session data gathered from CCR-supported stations to provide progress reports on the state of public EV charging in Oregon in aggregate (i.e. at the zip code/county/census tract-level).

D. SITE REQUIREMENTS

The following requirements apply to Level 2 charging stations installed under this Program:

- Each charging station must be in a parking space that is designated for electric vehicles only and marked with the appropriate "EV Charging Only" signage. A dual-port charging station must have two EV-only parking spaces. *Note: MFH sites installing EV charging in areas other than shared parking spaces may receive an exemption to the signage requirement. In this case, "EV Priority" signage is required. See Figures 2 and 3 below for examples of acceptable signage. Premises must be well-lit from dusk to dawn.*



FIGURE 2: EXAMPLES OF ACCEPTABLE "EVCHARGING ONLY" SIGNAGE



FIGURE 3: EXAMPLES OF ACCEPTABLE "EV PRIORITY" SIGNAGE

- Locations should enable safe ingress and egress, with sufficient space for light-duty vehicles to utilize EV charging stations and include parking spaces that are paved and adequately sized.
- Public sites must be clearly identified with signage that directs users to the site and appropriate parking spaces. **Note:** *the signage should be mounted on a pole.*
- Public sites must be available for use by the public for at least 60 hours per week, and reasonably expected to be visited by the public during the hours of availability.
- Charging stations installed at multi-family housing must be commonly accessible and not dedicated solely to individual units. Exceptions will be made if it can be demonstrated that residents will be given shared and convenient access to EV charging facilities.

E. APPLICANT REQUIREMENTS

Prior to submitting for final payment, Applicants must report each new installed charger to the Alternative Fuels Data Center for listing on their Alternative Fueling Station Locator tool (<https://afdc.energy.gov/stations/#/station/new>). Please include as much information about the station as possible. Chargers that are restricted to resident or employee use only (e.g., for workplace or multi-family housing sites) must be designated as “private” in the “Type of Access” field.

Rebate recipients are required to submit charging station utilization data to ODOT on biannual basis for five (5) years from the project’s Installation Date (see Section III.C for more information on data reporting requirements).

IV. PROGRAM DELIVERY

A. INCENTIVE APPLICATION PROCESS

Applicants will be considered on a first-come, first-served basis within the two Program funding categories: priority and non-priority communities. A minimum of 70% of funding will be invested in projects within priority (rural and predominantly low-income) communities. Funds will be allocated to approved projects until depleted or until this round’s Program End Date (March 31st, 2026), whichever comes first.

There are two pathways for applying to the Program:

- 1) **Pre-Installation:** Applicants can reserve funding prior to equipment installation, or
- 2) **Post-Installation:** Applicants can apply for the rebate after eligible charging equipment is installed and activated.

Pre-Installation Projects:

Installation and activation must be completed, and final documents provided within 300 days of the Reservation Date (the date an applicant receives notice that funding has been reserved); otherwise, applications will be canceled and reserved funding will be reallocated. Reserved funding is calculated based on port counts multiplied by the base rebate amount. Once installation and activation occur, final rebate levels are awarded based on the lesser of the reserved amount or 80% of eligible project costs. **Note: this may result in final rebates that are less than the amount of reserved funding.**

To apply for a rebate *before* eligible charging equipment has been installed and reserve funding:

- 1) Be an Eligible Applicant with an Eligible Location.
- 2) Obtain one (1) independent quote for EV charging station equipment and installation. The following information must be listed on the document: the project site address, the quantity of chargers, the number of ports, and itemized estimated costs.
 - Note: the quote must reflect the same site design as that provided in the application form (e.g., number of ports by charger type)
- 3) Provide a signed [Site Verification and Recipient Acknowledgement Form](#) (provided on [CCR program webpage](#)), signifying that installation work is authorized by the owner of the real property and that the recipient understands and agrees to the Program requirements (**Note: this is required for all projects**).
- 4) Complete the online application and upload all required pre-installation documents. Note: to ensure you are viewing the correct application, please select “**Pre-Installation**” at the top of the application form, as displayed in Figure 4.



Section 1: Applicant Information

Are you applying for pre-installation or post-installation?

Pre-Installation

Note: Approved pre-installation applications will have funding reserved for 270 days. Post-installation applications must be submitted within 90 days of the installation and the installation must have occurred after Program launch.

Figure 4: Pre-Installation Application

- 5) ODOT will review submitted applications, confirm eligibility, and provide a Reservation Date. Once a Reservation Date is provided, rebate funds are reserved, and Applicants have 300 calendar days (~10 months) from the Reservation Date to complete the project. Once funding is reserved, the full application will be available for completion.

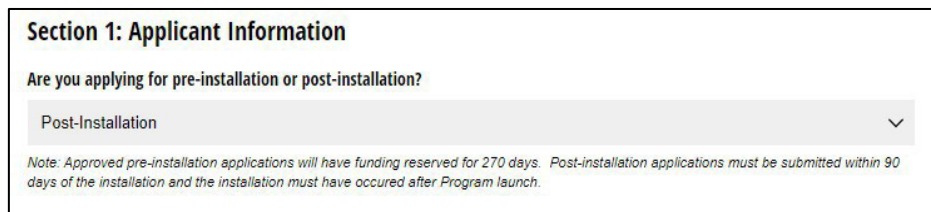
- After installation and activation, complete the rest of the online application form and submit all remaining required documents for review and processing.
- ODOT will review and confirm receipt of all required documents, approving application for payment.
- Applicant will receive rebate via a check in the mail within 45 business days of application approval.

Post-Installation Projects:

Eligible costs cannot be incurred until after the Program Effective Date (May 1st, 2025). Charging equipment with an Installation Date prior to May 1st, 2025, are not eligible for Round 4 of this Program.

- Final rebate amounts are determined by calculating the lesser of port counts multiplied by the base rebate amount or 80% of eligible project costs.

To apply for a rebate after eligible charging equipment has been installed and activated, Eligible Applicants with an Eligible Location must complete the online application in its entirety and upload all required documents at that time (see Section IV.B for a list of required documents). **Note:** to ensure the correct application is displayed, please select “**post-installation**” at the top of the application form, as displayed in Figure 5 below.



The screenshot shows a web form titled "Section 1: Applicant Information". Below the title is a question: "Are you applying for pre-installation or post-installation?". A dropdown menu is open, showing "Post-Installation" as the selected option. Below the dropdown, a note reads: "Note: Approved pre-installation applications will have funding reserved for 270 days. Post-installation applications must be submitted within 90 days of the installation and the installation must have occurred after Program launch."

Figure 5: Post-Installation Application

As with pre-installation applications, ODOT will review and confirm receipt of all required documents and approve the application for payment. Applicants will then receive the rebate via a check in the mail within 45 business days of application approval.

For all Eligible Applicants: if an application or its 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 correct any errors. If errors are not corrected in this timeframe, the application will be canceled, and the reserved funds will be reallocated.

B. REQUIRED DOCUMENTS

For pre-installation projects to reserve funding, Eligible Applicants must submit:

- Completed online application form (Part 1: Pre-installation)
- Site Verification and Recipient Acknowledgement Form (provided)
- Copy of one (1) independent itemized project quote from equipment providers/installers for installation of charging equipment.

Following installation and activation, Applicants must submit the following required documents to receive the rebate payment:

- Completed online application form (Part 2: Post-installation)

- Copy of Permit(s): A scan of the final electrical inspection or a letter from the authority having jurisdiction (AHJ) stating that no building permit is required. For unique circumstances, additional documentation (e.g., minor permit label) can be provided and will be reviewed.
- Current IRSW-9 form, signed and dated within the last year.
- The following photos, including:
 - Installed site photo: Photo of the charging equipment installed at the site that clearly shows the required onsite signage or pavement markings.
 - Serial number photo: required for each unit.
 - Customer support number photo, showing location on or near charging equipment.
 - Pricing display photo, clearly showing pricing per unit of sale and location on or near charging equipment (required for projects that charge a fee for charging).
- Network service agreement and proof of payment for five (5) years of network services.
- Maintenance contract or service level agreement (SLA) and proof of payment for five (5) years of maintenance services.
- Copy of itemized paid invoice for equipment.
- Invoice should include purchase date, vendor information (name, company, contact information), total cost and itemization of charges, including:
 - Make and model name of specific equipment purchased with per-unit costs.
 - Networking fees.
 - Other fees (if applicable).
- Copy of itemized paid invoice for all installation costs. Invoice should include installation and activation date, installer information (name, company, contact information), itemization of eligible costs, credits, discounts, and incentives received, if applicable, including:
 - Labor associated with installing the charging equipment (hourly rates and number of hours at each rate).
 - Materials and hardware other than the EVSE (such as electrical conduit, wiring, or bollards).
 - Electric service upgrades.
 - Any other Eligible Costs the applicant wants included in calculation of Total Project Costs, such as planning and engineering design costs, project signage or site lighting.

Note: invoice may include ineligible costs such as land acquisition or leasing costs, permitting fees, and administrative costs, but these costs will not be included in the calculation of Total Project Costs to determine the total rebate amount.

V. ADMINISTRATION

A. PROGRAM DEFINITIONS

Authorized Agent – an eligible program applicant that is the EV charging equipment owner but not the real property owner. An Authorized Agent is authorized by the Site Owner to install EV charging equipment at the project site, incurs project costs and is the rebate recipient.

Electric Vehicle (EV) – a vehicle that is powered fully or in part by an electric motor that draws electricity from a battery and is capable of being charged from an external source.

Eligible Applicant – a business, non-profit or non-federal government entity, licensed to do business in Oregon that is the owner of the EV charging equipment installed at the project site, or a third-party applying on the behalf of the EV charging equipment owner. The Eligible Applicant may or may not be the real property owner of an Eligible Location. If the Equipment Owner is not the real property owner, they must verify permission to install EV charging equipment at the project site through the Site Verification and Recipient Acknowledgement Form.

Eligible Location – a project site located in Oregon that meets the requirements of either a publicly accessible parking site, a workplace site, or a multi-family housing site, as outlined in Section II.B.

Eligible Project Costs – total project costs minus ineligible project costs and incentives or grants received from other programs: $\text{Eligible Project Costs} = \text{Total Project Costs} - (\text{Ineligible Project Costs} + \text{Other Grants or Incentives Received})$

Equipment Owner – the owner of the EV charging equipment installed at the project site. An Equipment Owner may also be the owner of the real property (Site Owner) or their Authorized Agent. The Equipment Owner always incurs project costs and is always the rebate recipient.

EV Charging Port – a port that provides power to charge only one vehicle at a time, even though it may have multiple connectors. A charger can have either one or two EV charging ports. A charger with two charging ports that can charge two vehicles simultaneously is known as a dual port charger.

EV Network Services Provider – the company providing network services for charging equipment with connectivity through a cloud-based server. The network provider manages the backend software, database, and communications to enable equipment operations.

Installation Date – the date upon which all the following actions have been completed for the charging station, making it ready for use: it is affixed to its permanent location; connected to the electrical source, and ready for use (including connection to a network); received final approval by the local authority having jurisdiction (AHJ); completed any required utility metering installation and activation; and completed commissioning by the installer.

Level 2 Charging Equipment (L2 Charger) – equipment that supplies electricity to a plug-in electric vehicle's onboard charger in the form of alternating current (AC). L2 chargers require a 208/240-volt AC connection and typically add about 25 miles of range per hour.

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, condominiums, and co-

ops.

Networked Charging Equipment – charging equipment that is connected to the internet through cellular or wired broadband service to enable payment, access management and usage monitoring.

Priority Community – a census block deemed rural or predominantly low-income under this Program, using the EPA’s definition. The Program reserves the majority of funds (70%) for projects in priority communities. A searchable map of communities that meet this definition can be found on the CCR Program webpage.

“Publicly Accessible” Parking Site – a parking site available for public use, without restrictions, for a minimum of 60 hours per week and that is reasonably expected to be visited by the public.

Qualified Charging Equipment – Level 2 charging equipment that meets ODOT’s minimum specifications (outlined in Section II.C) and is qualified by the Electric Power Research Institute (EPRI) through their verification process.

Reservation Date – the date on which the Eligible Applicant receives confirmation that their pre-installation application has been reviewed and verified by ODOT, and rebate funds have been reserved. Applicants have 300 days from this date to install and activate charging equipment and complete the application process.

Right-of-Way Parking – the area between neighboring properties, which can include street surfaces, curbs, and sidewalks.

Site Owner – the real property owner of the eligible project site. A site owner is an eligible program applicant when they are also the owner of the EV charging equipment.

Third Party – an eligible program applicant that is neither the real property owner nor the EV charging equipment owner. A third-party applicant applies on behalf of the EV charging equipment owner. A third-party applicant does not incur project costs and is therefore not the rebate recipient.

Utility Incentive – financial assistance, through a grant, rebate or otherwise, that lowers the cost of the EV charging infrastructure and that is provided directly from an electric utility as defined in ORS 757.600.

Workplace site – a parking site that primarily serves employees who work at or nearby the location.

B. PROGRAM CONTACTS

All Program questions should be directed to Forth Mobility, who is administering technical assistance for this rebate:

Forth Mobility

Phone: (503) 724-8670

Email: ODOTchargingrebates@forthmobility.org

Webpage: <https://forthmobility.org/chargingrebate>

If Forth staff are unavailable or unable to resolve your issue, please contact the ODOT CCR Program staff:

Email: communitychargingrebates@odot.oregon.gov

Webpage: www.oregon.gov/odot/climate/Pages/communitychargingrebates.aspx

C. PROGRAM INFORMATION SESSIONS

Video recordings providing a detailed overview of the Program and a walk-through demonstration of the application process are available on ODOT's [Community Charging Rebates program webpage](#).

D. TECHNICAL ASSISTANCE

Technical assistance and support to potential and existing applicants will be provided by Forth, in collaboration with the ODOT Program staff. See Section V.B for Forth contact information. Forth will follow up with Applicants within three (3) business days of receiving an inquiry.

Technical assistance provided includes:

- Answering questions about the rebate eligibility and process.
- Assisting Eligible Applicants with filling out and submitting a rebate application.
- Providing high-level information about installing, maintaining, and operating eligible Level 2 charging infrastructure.
- Providing high-level guidance regarding EV chargers that follow ODOT's minimum standards and requirements.
- Providing information about other resources related to Applicant's project, such as that pertaining to the Oregon Clean Vehicle Rebate Program or Clean Fuels Program.
- Developing guidance documents, FAQs, and other resources to assist with the application process.
- Providing frequent budget updates when funding rounds are active, hosted on the CCR webpage.