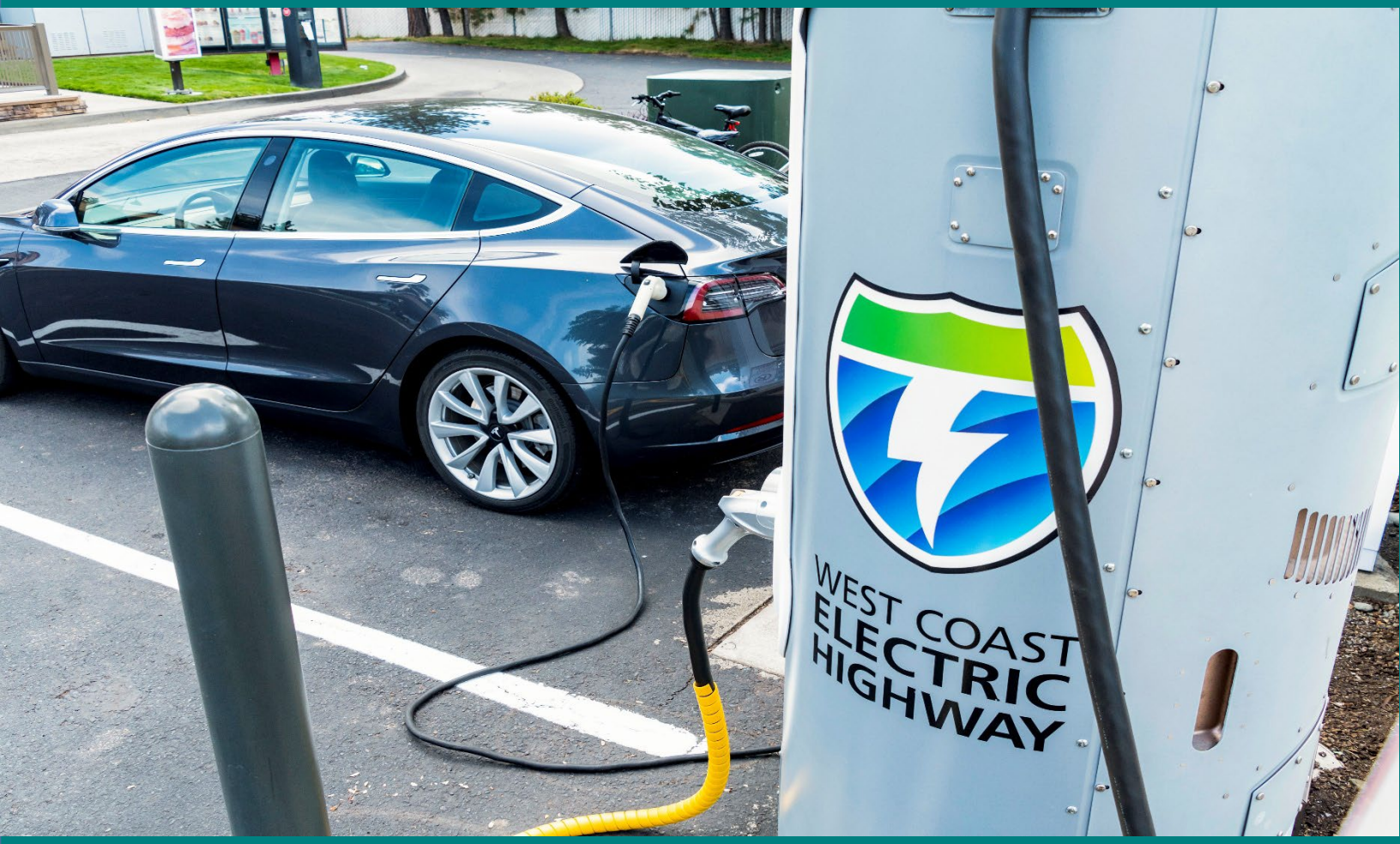
COMMUNITY CHARGING REBATES (CCR)

A PLUGGING IN OREGON FUNDING PROGRAM



Oregon Department of Transportation

Version 1.0 – Effective June 2023

CONTENTS

I. FUNDING OPPORTUNITY DESCRIPTION

A. BACKGROUND AND PURPOSE

In Oregon, much like nationally, the transportation sector is the largest single source of greenhouse gas (GHG) emissions, comprising 40% of total emissions. In order to avoid the worst impacts of climate change and meet its climate goals, Oregon has long recognized that the rapid electrification of its transportation sector is critical. Widespread adoption of electric vehicles (EVs), particularly within the light duty vehicle sector, which accounts for 19% of Oregon transportation emissions[1], has the potential to significantly reduce GHG emissions, 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 more than 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.

A critical driver of widespread EV adoption, a robust, accessible and convenient public EV charging network is essential to eliminating "range anxiety" and building public confidence in the reliability of EVs. While EV charging infrastructure in Oregon has been steadily growing alongside EVs, the current pace of deployment is not fast enough to meet future EV projections or targets. ODOT's Transportation Electrification Infrastructure Needs Analysis (TEINA), released in July 2021, found there are significant EV charging infrastructure gaps throughout Oregon and highlighted an extraordinary need for charging infrastructure growth in both the near and long term in order 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 44-fold increase needed by 2035. In addition, TEINA identified the need for public investment in EV charging infrastructure, particularly in areas less likely to see private sector investment due to lower than average EV adoption, such as low-income, Black, Indigenous and People of Color (BIPOC) and rural communities.

As the state transportation agency, ODOT recognizes its vital role in ensuring equitable access to transportation infrastructure, including EV charging stations, for all Oregonians. Through its Plugging in Oregon Initiative, ODOT aims to increase equitable access to EV charging infrastructure in all communities, to encourage widespread EV adoption and ensure all Oregonians are able to experience the many benefits of transitioning to electric vehicles. In particular, Plugging in Oregon programs will center equity by encouraging investments in priority communities, including disadvantaged and rural communities, and along the rural corridors that connect them.

ODOT plans to implement multiple incentive programs for EV charging infrastructure under the Plugging in Oregon Initiative. These guidelines are specific to the **Plugging in Oregon: Community Charging Rebates program (CCR).**

[1] Oregon Department of Energy Biennial Zero Emission Vehicle Report (2021); https://www.oregon.gov/energy/Data-and-Reports/Documents/2021-Biennial-Zero-Emission-Vehicle-Report.pdf

B. PROGRAM OVERVIEW

The **Plugging in Oregon: Community Charging Rebates** program (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 and multi-family housing (MFH) throughout Oregon. Level 1 charging station rebates are offered at multi-family housing only, and encouraged to be installed in conjunction with Level 2 charging ports. 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 disadvantaged and rural under this Program (see Section D. for more information on the definition of priority communities).

C. FUNDING TYPE AND AVAILABILITY

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

Round 1 of the Program will provide $1.75 million in rebates and **will accept applications until August 15, 2023 (Program End Date) or until the program runs out of funds, 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. 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 1, ODOT will evaluate Program success and issue a new version of guidelines and rebate levels.

To qualify for an incentive, Applicants may either apply prior to project installation and reserve funding or apply for the rebate within 90 days of the installation date, as long as installation was completed after the Program Effective Date (see Section IV.A for more information on the application process).

D. FOCUS ON EQUITY

The majority of Rebate funds (70%) are reserved for projects located in priority communities, including disadvantaged and rural communities. For this program, disadvantaged communities are defined using ODOT's Equity Map, which considered a number of demographic criteria to map disadvantaged persons.[2] Rural communities are those considered nonurban by the Oregon Office of Rural Health[3].

[2] ODOT's Equity Map was created using American Community Survey (ACS) data to create an index of disadvantaged persons by block group level considering a number of criteria, including populations over 65, communities of color, limited English proficiency, disability and poverty. For this program, those areas deemed "High" or "Medium-High" disparity are considered "disadvantaged".

[3] ORH defined urban, rural and frontier areas: https://www.ohsu.edu/media/881

To determine whether a project qualifies as a priority community under this Program (either "disadvantaged" or "rural"), type the project address into ODOT's Community Charging Rebates Priority Type Locator map (located on the CCR Program webpage) while displaying the relevant disadvantaged community and/or rural data layers.

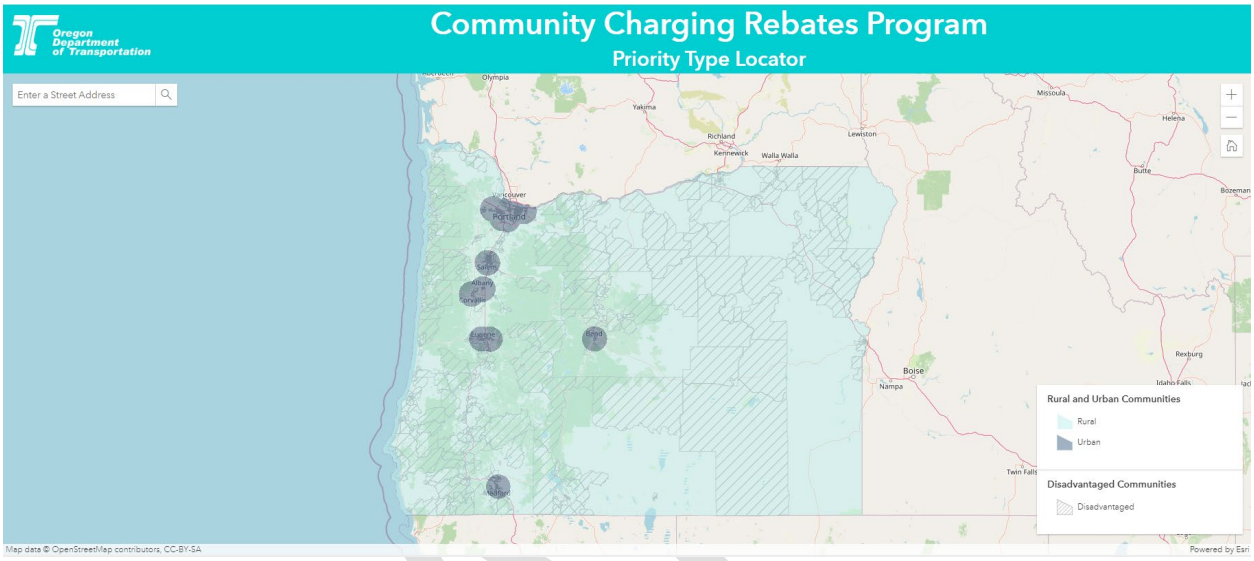


FIGURE 1: CCR PROGRAM PRIORITY TYPE LOCATOR MAP

E. REBATE AMOUNTS AND CATEGORIES

Rebates vary depending on project characteristics. Table 1 outlines the rebate amounts per port based on the project location. Rebates are based on either a maximum dollar amount per port or a percentage of Eligible Project Costs (EPC). Please note that, as such, 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 8 ports per site) or 75% 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 (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

The Rebate may be combined with federal, state, or local agency/utility incentives 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, including an incentive from 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 received from other sources will reduce the project's Eligible Project Costs calculation used in calculating the Rebate payment. An applicant may not profit from any ODOT incentives.

Applicants are not eligible to apply for a Rebate on any EV charger that is part of a project site receiving funding from the National EV Infrastructure (NEVI) formula program.

F. PROGRAM AWARD CAPS

Eligible applicants must install a **minimum of two (2) Level 2 charging ports per project site** and may apply for a **maximum of eight (8) Level 2 charging ports per project site**. A project site is defined as a single physical address. Large campuses with multiple facilities are considered a single project site under this Program, even if they have more than one physical address.

Multi-family housing sites are also eligible for a rebate for Level 1 charging stations (see Table 1). Eligible projects must install a minimum of two (2) Level 1 charging ports per project site and may apply for a maximum of eight (8) Level 1 charging ports per project site. Multi-family housing projects are encouraged to install Level 1 charging stations in conjunction with Level 2 charging stations, but this is not a requirement. For multi-family housing projects that are installing Level 2 charging stations, the same minimum and maximum requirements listed above for Level 2 stations apply.

No single entity may receive more than $150,000 in Program rebates in a single funding cycle. ODOT reserves the right to limit rebates to companies owned by or affiliated with the same entity to $150,000 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, with 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.

Ineligible applicants include federal government entities and individuals applying as individuals (not on behalf of an eligible applicant), including individual residents or tenants of a MFH, unless they have a site agreement with the property owner.

Note: Eligible applicants must incur project costs to be eligible for the rebate. Leased charging equipment and service contracts, as well as charging equipment funded entirely by third parties, are not eligible under this Program.

B. ELIGIBLE LOCATIONS

A project site must be located within the State of Oregon to be eligible for a rebate.

Eligible applicants must install Level 1 (MFH only) or Level 2 EV charging equipment at one of the following types of sites:

1. **Publicly Accessible Parking Site**: A parking site that is 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.

   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 should 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.

   Charging equipment installed at public sites must be networked charging equipment. 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 three years of network subscription and be capable of tracking and reporting charger usage data.

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. Individual residents or tenants who are not the building owner are not eligible Applicants, unless they have a site agreement with the property owner. 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. Motels and hotels are considered public locations not a MFH site.

A project is ineligible for this rebate program if the proposed location serves exclusively fleet vehicles or primarily as an individual residential home, even if a home-based business or a home office is present.

C. ELIGIBLE TECHNOLOGY

Level 2 charging equipment installed under this Program must be qualified by either Portland General Electric (PGE) or Pacific Power (PAC). As part of the utility qualification process, charging equipment and network services vendors provide technical information to the utilities and 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.

In addition, charging equipment installed under this program must meet the following requirements:

All Level 2 charging equipment:

- 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 (those other than the Site Owner or Authorized Agent).
- Charging stations must be purchased and not leased.
- Each port must offer a SAE J1772 compatible connector.
- EVSE 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

Networked Level 2 charging equipment:

- **Interoperability:**
  - Be compliant with 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:**
  - Public charging stations must 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.
  - Charging stations must be compliant with the Open Charge Point Interface 2.1 (OCPI 2.1) or newer as the communications protocol, to enable universal roaming.
  - Charging stations must be compliant with ISO 15118.18 or higher for “Plug and Charge” capability
  - If payment is required, charging stations must:
    - Visibly and clearly display the pricing per unit of sale (per kWh, session, or unit of time) and any additional fees that may be assessed (e.g.

parking fees). User interface must be legible both at night and in direct sunlight, or through another form of display on the charging station.
        - 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.

For Eligible Sites installing four (4) or more Level 2 networked charging stations under this Program:

- Charging stations must utilize network service providers compliant with Open ADR 2.1 or higher software to enable managed charging and Vehicle Grid integration

Level 1 charging installed under this Program (multi-family housing sites 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:
    - National Electrical Manufacturers Association (NEMA) commercial grade outlets that meet National Electric Code (NEC) requirements
    - A GFCI (ground fault circuit interrupter) outlet with an outlet cover
    - On a dedicated circuit rated for 20 amps
    - Placed in a convenient location for plug-in vehicle or micromobility operators to plug in their portable Level 1 EVSE or e-micromobility cordsets

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

- Electric service upgrades, including stub outs, transformer, electric panels, utility service order
- Project signage
- Site lighting
- ADA compliance (curb cuts, path of travel, striping, etc)
- Network agreement with network provider (up to 3 years, if paid in advance)
- Maintenance contract, including a parts warranty and service level agreement (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, and any costs incurred prior to the Program Effective Date.

Applicants may begin incurring costs once the program is launched (the Program Effective Date), 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 guarantee that an Applicant will be approved for funding or that funds are still available at the time of application.

III. PROGRAM REQUIREMENTS

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.
- All projects must comply with all local, state and federal laws, including environmental laws and Oregon's Prevailing Wage law, as applicable.
- Projects must be installed by a qualified licensed professional according to all federal, state and local rules, including any applicable permitting and inspection requirements.
- 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. For more information on designing accessible EV charging stations, see the U.S Access Board's "Design Recommendations for Accessible Electric Vehicle Charging Stations".[4]

[4] U.S. Access Board "Design Recommendations for Accessible EV Charging Stations": https://www.access-board.gov/tad/ev/?utm_source=EV+Hub&utm_campaign=cccb33c0c4-EMAIL_CAMPAIGN_2019_01_07_05_37_COPY_01&utm_medium=email&utm_term=0_173e047b1f-cccb33c0c4-291157822#accessible-communication-features-1

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. Applicants must notify ODOT at the Program e-mail address (communitychargingrebates@ODOT.oregon.gov) within five business days if station becomes inoperable and remains so in this timeframe. 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.

Prior to reimbursement, Applicants must identify the party responsible for maintenance and repair of the charging station(s).

In addition, as part of the operation of the equipment, Awardees must provide all data requested to ODOT on a regular 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.

C. NETWORK AND DATA REPORTING REQUIREMENTS

As a requirement of this Program, awarded applicants must provide charging station utilization data to ODOT on **an annual basis**, beginning one (1) year after the installation date, 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.

The following information will be requested from each project:

- Charging Station ID
- Equipment Manufacturer
- Equipment Model
- Installation Date
- City, state, zip code
- Geographic coordinates (latitude and longitude)

- Site type
- Access days/times (weekly number of hours the charging is available for charging)
- Method(s) for collecting usage information
- Payment methods, where applicable
- Number of charging events
- Total or estimated kWh provided
- Percent usage
- Charging downtime (time when the station is unavailable due to maintenance or repair)
- Number and duration of service interruptions

For networked charging stations, ODOT requests 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)
- Total transaction fee (where applicable)
- Maximum power output (kWh)

The preferred submission method for these data is via application programming interface (API). Where possible, the Rebate recipient shall add ODOT to its network account as an administrator with read-only rights to access charging data directly from the charging station service provider for the duration of the five years.

ODOT anticipates that varying levels of data may be available based on the level and type of hardware and software used in the project. ODOT will only require Rebate recipients to provide requested data that is available. For non-networked stations, applicants must provide ODOT with annual data reporting on electricity use and number of regular users, to the best extent possible.

D. SITE REQUIREMENTS

The following requirements apply to both Level 1 and Level 2 charging stations installed under this Program:

- Each charging station must be located in a parking space that is designated for electric vehicles only and marked with the appropriate signage. A dual-port charging station must have two EV-only parking spaces.
- Premises must be well-lit from dusk to dawn.

- 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.
- Public sites must be available for use by the public for at least nine (9) hours per day, seven (7) days 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 to individual units.

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 use only (for 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 annual basis for five (5) years from the project's Installation Date (see Section III.C for more information on data reporting requirements).
- Rebate recipients are required to enroll charging stations funded by this Program in the Department of Environmental Quality's Clean Fuels Program (CFP). Enrollment in CFP enables Applicants to obtain a financial benefit by generating clean fuels credits by disbursing electricity through EV charging, and monetizing them through the CFP.

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 disadvantaged) communities. Funds will be allocated to approved projects until depleted or until the Program End Date (August 15, 2023), 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.

Pre-Installation Projects:

- Installation must be completed and final documents provided within 270 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 occurs, final rebate levels are awarded based on the lesser of the reserved amount or 75% of eligible project costs. 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 two (2) quotes for EV charging station equipment and installation or a detailed engineering estimate. Note: each quote must reflect the same site design (e.g. number of ports by charger type) and those numbers must be identical to the information entered in the application form.
3. Obtain a Site Verification Form (provided on CCR program webpage) or Site Host Agreement, signifying that installation work is authorized by the owner of the real property (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 3 below.

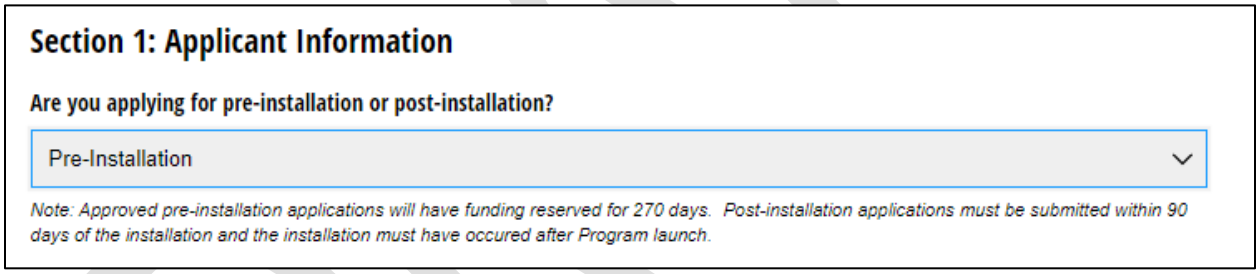


FIGURE 2: PRE-INSTALLATION APPLICATION

5. ODOT will review your application, confirm eligibility and provide a Reservation Date. Once a Reservation Date is provided, rebate funds are reserved and Applicants have 270 calendar days (9 months) from the Reservation Date to complete the project. Once funding is reserved, the full application will be available for completion.
6. After installation, complete the rest of the online application form and submit all remaining required documents for review and processing.
7. ODOT will review and confirm receipt of all required documents, approving application for payment.
8. Receive your rebate (either by a check in the mail or an Electronic Transfer of Funds (ETF)) within 45 business days of application approval.

Post-Installation Projects:

- Costs cannot be incurred until after the Program Effective Date and applicants must apply for the rebate within 90 days of the Installation Date. Charging equipment with an Installation Date prior to the Program Effective Date are not eligible for this Program.

- Final rebate amounts are determined by calculating the lesser of port counts multiplied by base rebate amounts or 75% of eligible project costs.

To apply for a rebate *after* eligible charging equipment has been installed, 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 you are viewing the correct application, please select "Post-Installation" at the top of the application form, as displayed in Figure 2 below.

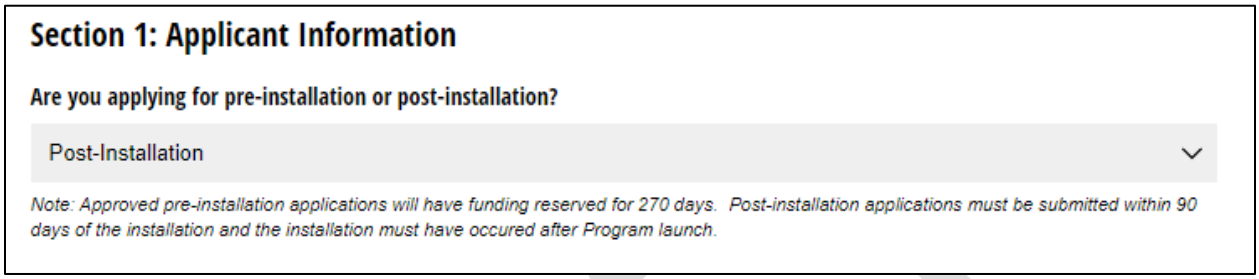


FIGURE 3: POST-INSTALLATION APPLICATION

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 (either by check or Electronic Transfer of Funds) within 45 business days of application approval.

For all 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.

The incentive application process is also described in a flow diagram included as Appendix A.

B. REQUIRED DOCUMENTS

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

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

Following installation, Applicants must submit the following required documents to receive the Rebate payment:

- Completed online application form (Part 2)
- Copy of Permit(s): scan of building permit to install charging equipment or note from the authority having jurisdiction (AHJ) that no building permit is required
- Current W-9 form, signed and dated within the last year
- Photos, including:

    - Installed site photo: Photo of the charging equipment installed at the site, including any onsite signage or pavement markings.
    - Serial number photo for each charging station
    - Customer support number photo, showing location on or near charging equipment (where applicable)
    - Pricing display photo, clearly showing pricing per unit of sale and location on or near charging equipment (where applicable)
- Network service agreement and proof of payment for up to three (3) years of network services, if applicable
- Maintenance contract and proof of payment for up to five (5) years of maintenance services, if applicable
- Copy of 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 (if applicable)
    - Other fees, such as provisioning fees (if applicable)
- Copy of paid invoice for all installation costs.
  Invoice should include installation date, installer information (name, company, contact information), itemization of eligible costs, credits, discounts and incentives received, if applicable, including:
    - Labor associated with installed of 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, administrative costs, etc., 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

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 either the property owner of an Eligible Location or their Authorized Agent.

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

Eligible Project Costs – total project costs less ineligible project costs and incentives received from other programs: Eligible Project Costs = Total Project Costs – (Ineligible Project Costs + Other Incentives Received)

EV Charging Port – a port that provides power to charge only one vehicle at a time, even though it may have multiple connectors. A charging station can have one or more EV charging ports.

EV Network Services Provider – company providing networked 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 on which the charging station is affixed to its permanent location, connected to the electrical source, and ready for use (including connection to a network, if applicable).

Level 1 Charging Equipment (L1 Charger) – equipment or an outlet that supplies electricity to a plug-in electric vehicle's onboard charger in the form of alternating current (AC). L1 chargers require a 120 volt AC connection and typically add about 4 miles of EV range per hour.

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, townhouses, 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 disadvantaged under this Program, using the following definitions:

- disadvantaged communities are those displaying "High" or "Medium-High" levels of disparity in ODOT's statewide equity map.
- rural communities, or those displayed as "rural" or "frontier" on the Office of Rural Health's Urban/Rural map.

The Program reserves the majority of funds (70%) to priority communities. A searchable map of communities that meet this definition can be found on the CCR Program Webpage.

Program Effective Date – the date on which the CCR Program (Round 1) officially launches. Costs incurred or equipment installed prior to this date are not eligible.

Program End Date – the date on which the CCR Program (Round 1) will stop accepting new applications.

"Publicly Accessible" Parking Site – a parking site available for public use, without restrictions, for a minimum of 9 hours per day, 7 days per week, 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 must be qualified by either Portland General Electric (PGE) or Pacific Power (PAC).

Reservation Date – the date on which the applicant receives confirmation that their pre-installation application has been reviewed and verified by ODOT, and rebate funds have been reserved. Applicants have 270 days from this date to install 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.

B. PROGRAM CONTACTS

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

Forth Mobility
2035 NW Front Ave, Suite 101
Portland, OR 97209
Phone: 408.568.7352
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: https://www.oregon.gov/odot/climate/Pages/communitychargingrebates.aspx

C. PROGRAM WEBINAR

A webinar recording that provides a detailed overview of the program, along with a walk-through demonstration of the application process, will be available to view at ODOT's Community Charging Rebates program webpage prior to program launch.

D. TECHNICAL ASSISTANCE

Technical support and assistance to potential and existing rebate Applicants will be provided by Forth, in collaboration with the ODOT Program Manager. 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
- Assisting applicants with filling out and submitting a Rebate application
- Providing high-level information about installing, maintaining and operating eligible Level 2 and Level 1 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

VI. ATTACHMENTS

A. APPENDIX A: REBATE PROCESS FLOW CHART

Appendix A: ODOT Community Charging Rebates (CCR) Application Process