

Workplace Charging Incentive Program

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

Level 1 chargers: up to \$3,600 per site for design, make-ready
up to \$500 per OCPP compliant port

Level 2 chargers: up to \$20,000 per site for design, make-ready
up to \$3,000 per OCPP compliant port
up to \$2,000 per non-OCPP compliant port

Match Requirements

- For all for-profit applicants, grant funding cannot exceed 90% of the total project cost. Federal, state and utility incentives may be used for the applicant match and for out-of-pocket costs for make-ready and hardware that exceed project caps. Remaining utility incentive amounts in excess of applicant out-of-pocket costs for hardware, utility make-ready, and labor will be reduced from grant-provided funding.
- For non-profit and government agency applicants, grant funding cannot exceed 95% of the total project cost. Federal, state and utility incentives may be used for the applicant match and for out-of-pocket costs for make-ready and hardware that exceed project caps. Remaining utility incentive amounts in excess of applicant out-of-pocket costs for hardware, utility make-ready, and labor will be reduced from grant-provided funding.
- For women and minority owned businesses, grant funding may cover up to 100% of the total project cost. Federal, state, and utility incentives may be used for out-of-pocket costs for make-ready and hardware that exceed project caps. Remaining utility incentive amounts in excess of applicant out-of-pocket costs for hardware, utility make-ready, and labor will be reduced from grant-provided funding.
 - o Refer to Vermont SBA for definitions of women and minority ownership:
<https://www.vermontsba.us/>
- Applicants are encouraged to seek federal, state, and utility incentives to reduce their out-of-pocket costs while maximizing the state-wide impact of the grant.

Program timelines

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

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

Project award method and thresholds

- After application approval and upon applicant or installer providing quotes for hardware and utility make ready costs, incentives for hardware, utility make ready costs, and up to 25% of installation labor costs will be issued. Remaining incentive amounts will be issued within 30 days of the applicant submitting invoices for project costs and demonstrating the chargers have been installed and activated.
- Caps for Level 1 incentives per location:
 - Workplaces 1-50 employees – capped at 4 ports with make ready, \$5,600.
 - Workplaces 51-100 employees – capped at 8 ports with make ready, \$7,600.
 - Workplaces > 100 employees – capped at 12 ports with make ready, \$9,600.
- Caps for Level 2 incentives per location:
 - Workplaces 1-50 employees – capped at 4 ports with make ready, \$32,000.
 - Workplaces 51-100 employees – capped at 8 ports with make ready, \$44,000.
 - Workplaces > 100 employees – capped at 12 ports with make ready, \$56,000.
- Cap for incentives per applicant: \$100,000
- Equitable distribution of funds:
 - Distribution of funds will be prioritized to employers with 100 or fewer employees by reserving 60% of the total workplace program funding for these applicants.
 - Projects in GMP territory may not receive greater than 75% of the total program funds, not inclusive of DCFC funds.
 - No one county may receive greater than 10% of the total program funds (\$486,000), not inclusive of DCFC funds.

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

Appendix I
Workplace Charging EV Charging Program Requirements

PROGRAM FUNDING: \$1,800,000

ELIGIBILITY CRITERIA AND PROJECT REQUIREMENTS

LIMITATIONS

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

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

Eligibility requirements

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

Eligible sites/properties/locations

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

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

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

Eligible equipment

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

Project equipment must:

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

Level 2 Equipment must:

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

If project includes networked equipment the network must:

- Use an open standard protocol to ensure EVSE hardware is not “locked” to a single service provider in perpetuity.
- Not require payment of a subscription fee or membership to use the EVSE.

- Accept credit card, debit card, or other common forms of payment.
- Have customer service assistance available during hours of operation.
- Adhere to cyber security standards for transmission of financial information.

Program customer obligations

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