

Vermont Agency of Commerce & Community Development
Department of Housing & Community Development
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Montpelier, VT 05620-0501
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Notice of Funding Opportunity (NOFO)

Vermont Community Electric Vehicle Supply Equipment Incentive Program

Key NOFO Events	Date & Time
Issue Date:	November 10, 2022
Questions Due:	November 28, 2022
Proposals Due:	December 15, 2022

Please be advised all notifications, releases, addenda associated with this NOFO will be posted at the following website referencing the same NOFO title:

<https://accd.vermont.gov/about-us/bidding-opportunities>

The State will not notify interested parties with updated information. It is the applicant's responsibility to periodically check the web site above for all notifications, releases and addenda pertaining to this NOFO.

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1. OVERVIEW:

Through this Notice of Funds Available (NOFO) the Department of Housing and Community Development (hereinafter the “State”) seeks proposals for the design and administration of the Vermont Community Electric Vehicle Supply Equipment Incentive Program.

- 1.1. **Background:** The Department of Housing and Community Development (DHCD) is seeking proposals for the design and administration of the Vermont Community Electric Vehicle Charging Station Incentive Program.

Funds are being made available as part of the Multi-Agency Investments in Electric Vehicle Supply Equipment Infrastructure established under Sec. E.903 of Act 185 (2022, Adj. Sess.). A total of \$7,000,000 is being made available via this NOFO to support the design and administration of incentive programs for three distinct audiences; workplaces, multiunit dwellings, and public attractions. The workplace incentive program and public attractions incentive program will each have up to \$2,000,000 of the total funding being made available, and the multiunit dwelling program will have up to \$3,000,000 of the total funding being made available.

- 1.2 **Grant Period:** DHCD intends to select one (1) Grantee to perform these services under a State of Vermont Standard Grant Agreement. The anticipated grant term is January 15, 2023, to January 15, 2026. This term may be extended contingent upon funding and authorization and approval by the State of Vermont.

- 1.3 **Single Point of Contact:** All communications concerning this NOFO are to be addressed in writing to the State Contact listed on the front page of this NOFO. Actual or attempted contact with any other individual from the State concerning this NOFO is strictly prohibited and may result in disqualification.

- 1.4 **Question & Answer Period:** Any vendor requiring clarification of any section of this NOFO or wishing to comment on any requirement of the NOFO must submit specific questions in writing no later than the deadline for questions indicated on the first page of this NOFO. Questions may be e-mailed to the point of contact on the front page of this NOFO. Questions or comments not raised in writing on or before the last day of the question period are thereafter waived. At the close of the question period a copy of all questions or comments and the State's responses will be posted on the State's web site <https://accd.vermont.gov/about-us/bidding-opportunities> Every effort will be made to post this information as soon as possible after the question period ends, contingent on the number and complexity of the questions.

- 1.5 **Changes to this NOFO:** Any modifications to this NOFO will be made in writing by the State through the issuance of an Addendum to this NOFO and posted online at <https://accd.vermont.gov/about-us/bidding-opportunities>. Verbal or written instructions from any other source are not to be considered.

2. SCOPE OF WORK:

2.1. Purpose.

The availability of reliable and convenient charging equipment for electric vehicles is essential to supporting the equitable adoption of electric vehicles. Replacing fossil fuels in the transportation sector with renewably produced electricity is a key goal of the State and is expected to result in a variety of outcomes including reduced greenhouse gas emissions, improved local air quality and health outcomes, and reduced household transportation costs. Vermonters will need reliable, convenient, and affordable charging options to invest in the new technology, helping to advance the State's goals, and accessing the benefits of EV ownership.

This program will provide an incentive for installing EV charging at workplaces, multiunit residential properties, and public attractions thereby increasing Vermonters' access to EV charging. Access to charging will help Vermonters feel comfortable switching to EVs, knowing they will be able to re-charge their vehicles at the places where they are most often parked.

2.2. Phase 1. Workplace EV Charging

Task 1. Incentive Program Design: Grantee shall review the enabling legislation and the preliminary program for a workplace EV charging program design, as outlined in Appendix 1. The grantee shall facilitate the development of the program design for workplace EV charging in consultation with key stakeholders including, but not limited to the Interagency EVSE Workgroup. The grantee shall recommend for approval by DHCD a full program design that meets the following standards:

- Prioritizes incentives for workplaces of employers with fewer than 100 employees.
- Prioritizes women and minority owned businesses.
- Supports Level 1 and Level 2 charging technologies and solutions.
- Encourages workplaces to install a type and quantity of charging technologies that are appropriate for the various types of parking provided, can meet the daily travel and charging needs of employees, and balances the minimization of upfront costs with longer term costs of expanding charging access at the property as demand increases.
- Encourages the use of other funding sources including relevant tax incentives.
- Is designed to maximize project eligibility for federal EVSE program funding, such as IIJA, to the extent practicable.
- Ensures projects are not receiving more than 100% of total project costs.
- Ensures equitable geographic distribution of funds.

Recommendations for workplace EV charging program design will include, but is not limited to the following:

- Eligibility requirements
 - Eligible program customers
 - Eligible sites/properties/locations
 - Eligible equipment
 - Eligible expenditures
- Incentive amounts and caps
- Program timelines
- Project submission requirements
- Project award method and thresholds
- Program customer obligations

Task 1 Deliverables

- *Facilitation of stakeholder input into program design*
- *Program design recommendations*

Task 2. Program Implementation and Administration: The grantee shall be responsible for development and implementation of the approved workplace EV charging program design throughout the grant period. Program implementation and administration will include; establishing a program workflow, developing program guidelines, conducting outreach, providing technical support to program customers, processing incentives per the workflow, tracking of program spending, and monthly check-in calls with DHCD staff.

- *Program workflow and Supporting Systems:* The grantee shall develop a workflow and staff responsibilities to accomplish efficient and customer friendly application intake, application approval, and incentive processing. Grantee will procure or host all IT infrastructure and platforms needed to support implementation and administration of the program per the workflow.
- *Program Guidelines:* Grantee shall develop program guidelines based on approved program design features not later than 30 days after such approval. This should include an overview of the program, details on incentive amounts, eligibility criteria, instructions for applying for an incentive, program customer obligations, and approval procedures.
- *Program Outreach and Marketing:* The grantee shall conduct outreach and marketing, including the use of translation and interpretation services, targeted to employers, commercial property owners, and 3rd party EV charging service providers. The grantee shall submit an outreach and marketing plan to DHCD for approval. The outreach and marketing plan will be carried out by the grantee, and should include but is not limited to direct electronic mailing, one

or more informational webinar(s), and a website with relevant program information.

- *Technical Support:* The grantee shall be responsible for providing program customer support. At minimum, this shall include a publicly available email address and a phone line that is operational during business hours.
- *Processing Incentives:* Grantee will be responsible for issuing incentives directly to eligible program customers with an approved incentive application.

Task 2 Deliverables

- *Workplace EV charging program guidelines*
- *Memo outlining workplace EV charging program workflow and staff responsibilities*
- *Print, web-based, and/or social media outreach materials*
- *Platform to support implementation and administration of the workplace EV charging program per the program design and workflow*
- *Ongoing workplace EV charging program implementation and administration*
- *Monthly check-in calls with DHCD staff*

Task 3. Reporting: The grantee shall provide quarterly electronic reports to DHCD. Reports should include the following information:

- Number of incentives issued since the last report by workplace size
- Number of incentives issued overall by county and by workplace size
- Total dollar amount issued by county and by workplace size
- Percent of incentives issued by county and by workplace size
- Remaining funding available
- Number of ports in awarded projects, by county, by workplace size, and by charge level
- Number of incentive applications pending, received, approved, canceled, and completed

2.3. Phase 2. Multiunit Residential EV Charging Program

Task 1. Incentive Program Design: Grantee shall review the enabling legislation and the preliminary program for multiunit EV charging program design in Appendix 2. The grantee shall facilitate the development of the program design for multiunit residential EV charging in consultation with key stakeholders including but not limited to the Interagency EVSE Workgroup, and recommend for approval by DHCD a program design that at minimum, meets the following standards:

- Prioritizes incentives for multiunit residential properties with fewer than 20 units.

- Prioritizes incentives for multiunit residential properties that provide affordable housing per the Vermont Housing and Finance Authority’s definition of affordable housing.
- Supports Level 1 and Level 2 charging technologies and solutions.
- Encourages residential property owners to install a type and quantity of charging technologies that are appropriate for the type of parking available at their property, can meet the daily travel and charging needs of residents, and balances the minimization of upfront costs with longer term costs of expanding charging access at the property as demand increases.
- Encourages the use of other funding sources including any relevant tax incentives.
- Is designed to maximize project eligibility for federal EVSE program funding, such as IIJA, to the extent practicable.
- Ensures projects are not receiving more than 100% of project costs.
- Ensures equitable geographic distribution of funds.

Recommendations for the multiunit residential EV charging program design will include, but is not limited to the following:

- Eligibility requirements
 - Eligible program customers
 - Eligible sites/properties/locations
 - Eligible equipment
 - Eligible program activities and expenditures
- Incentive amounts and caps
- Program timelines
- Project submission requirements
- Project award method thresholds
- Program customer obligations

Task 1 Deliverables

- *Facilitation of stakeholder input into program design*
- *Program design recommendations*

Task 2. Program Implementation and Administration: The grantee shall be responsible for development and implementation of the approved multiunit residential EV charging program design throughout the grant period. Program implementation and administration will include; establishing a program workflow, developing program guidelines, conducting outreach, providing technical support to program customers, processing incentives per the workflow, tracking of program spending, and monthly check-in call with DHCD staff.

- *Program workflow and Supporting Systems:* The grantee shall develop a workflow and staff responsibilities to accomplish efficient and customer friendly application intake, application approval, and incentive processing. Grantee will procure or host all IT infrastructure and platforms needed to support implementation and administration of the program per the workflow.
- *Program Guidelines:* Grantee shall develop program guidelines based on approved program design features not later than 30 days after such approval. This should include an overview of the program, details on incentive amounts, eligibility criteria, instructions for applying for an incentive, program customer obligations, and approval procedures.
- *Program Outreach and Marketing:* The grantee shall conduct outreach and marketing, including the use of translation and interpretation services, targeted to multiunit residential property owners and managers. The grantee shall submit an outreach and marketing plan to DHCD for approval. The outreach and marketing plan will be carried out by the grantee, and should include but is not limited to direct electronic mailing, one or more informational webinar(s), and a website with relevant program information.
- *Technical Support:* The grantee shall be responsible for providing program customer support. At minimum, this shall include a publicly available email address and a phone line that is operational during business hours.
- *Processing Incentives:* Grantee will be responsible for issuing incentives directly to eligible program customers with an approved incentive application.

Task 2 Deliverables

- *Multiunit residential EV charging program guidelines*
- *Memo outlining multiunit residential EV charging program workflow and staff responsibilities*
- *Print, web-based, and/or social media outreach materials*
- *Platform to support implementation and administration of the multiunit residential EV charging program per the program design and workflow*
- *Ongoing multiunit residential EV charging program implementation and administration*
- *Monthly check-in calls with DHCD staff*

Task 3. Program Reporting: The grantee shall provide quarterly electronic reports to DHCD. Reports should include the following information:

- Number of incentives issued since the last report by building size.

- Number of incentives issued overall by county and by building size.
- Total dollar amount of incentives issued by county and by building size.
- Percent of incentives issued by county and by building size.
- Remaining funding available.
- Number of ports in awarded projects, by county, by building size, and by charge level.
- Number of incentive applications pending, received, approved, canceled, and completed.

2.4 Phase 3. EV Charging at Community Attractions

Task 1. EV Charging at Public Attractions Program Design: Grantee shall review the enabling legislation and the preliminary program for EV charging at Public Attractions program design in Appendix 3. The grantee shall facilitate the development of the program design for EV Charging at Public Attractions in consultation with key stakeholders including, but not limited to the Interagency EVSE Workgroup, and recommend for approval by DHCD a program design that at minimum, meets the following standards:

- Prioritizes incentives for public attractions with close proximity to designated centers and amenity dense locations.
- Supports Level 1, Level 2, and Level 3 charging technologies and solutions.
- Encourages eligible property owners install a type and quantity of charging technologies that are appropriate for the type of parking available at their property, can meet the charging needs of visitors, and balances the minimization of upfront costs with longer term costs of expanding charging access at the property as demand increases.
- Encourages the use of other funding sources including any relevant tax incentives.
- Is designed to maximize project eligibility for federal EVSE program funding, such as IIJA, to the extent practicable.
- Ensures projects are not receiving more than 100% of project costs.
- Ensures equitable geographic distribution of funds.

Recommendations for the EV charging at Public Attractions program design will include, but is not limited to the following:

- Eligibility requirements
 - Eligible program customers
 - Eligible sites/properties/locations
 - Eligible equipment
 - Eligible program activities and expenditures
- Incentive amounts and caps
- Program timelines
- Project submission requirements

- Project award method and thresholds
- Program customer obligations

Task 1 Deliverables

- *Facilitation of stakeholder input into program design*
- *Program design recommendations*

Task 2. Program Implementation and Administration: The grantee shall be responsible for development and implementation of the approved EV charging at Public Attractions program design throughout the grant period. Program implementation and administration will include; establishing a program workflow; developing program guidelines; conducting outreach; providing technical support to program customers; processing incentives per the workflow; tracking of program spending; and monthly check-in call with DHCD staff.

- *Program workflow and Supporting Systems:* The grantee shall develop a workflow and staff responsibilities to accomplish efficient and customer friendly application intake, application approval, and incentive processing. Grantee will procure or host all IT infrastructure and platforms needed to support implementation and administration of the program per the workflow.
- *Program Guidelines:* Grantee shall develop program guidelines based on approved program design features not later than 30 days after such approval. This should include an overview of the program, details on incentive amounts, eligibility criteria, instructions for applying for an incentive, program customer obligations, and approval procedures.
- *Program Outreach and Marketing:* The grantee shall conduct outreach and marketing, including the use of translation and interpretation services, targeted to owners of parking that serves visitors to popular attractions in Vermont, downtown destinations, village centers, and other economic, amenity and tourism hubs. The grantee shall submit an outreach and marketing plan to DHCD for approval. The outreach and marketing plan will be carried out by the grantee, and should include but is not limited to direct electronic mailing, one or more informational webinar(s), and a website with relevant program information.
- *Technical Support:* The grantee shall be responsible for providing program customer support. At minimum, this shall include a publicly available email address and a phone line that is operational during business hours.
- *Processing Incentives:* Grantee will be responsible for issuing incentives directly to eligible program customers with an approved incentive application.

Task 2 Deliverables

- *EV Charging for Public Attractions program guidelines*
- *Memo outlining EV Charging for Public Attractions program workflow and staff responsibilities*
- *Print, web-based, and/or social media outreach materials*
- *Platform to support implementation and administration of the EV Charging for Public Attractions program per the program design and workflow*
- *Ongoing EV Charging for Public Attractions program implementation and administration*
- *Monthly check-in calls with DHCD staff*

Task 3. EV Charging for Public Attractions Program Reporting

The grantee shall provide quarterly electronic reports to DHCD.

Reports should include the following information:

- Number of incentives issued since the last report by county
- Number of incentives issued overall by county
- Total dollar amount of incentives issued by county
- Percent of incentives issued by county
- Remaining funding available
- Number of ports in awarded projects, by county, and by charge level
- Number of incentive applications pending, received, approved, canceled, and completed

3. GENERAL REQUIREMENTS:

- 3.1. **Standard State Provisions for Contracts & Grants:** Awarded applicants will be required to adhere to the “[Attachment C-Standard State Provisions for Contracts and Grants](#)” (revision version dated December 15, 2017). The provisions contained therein constitute part of this Agreement and is hereby incorporated by reference as if fully set forth herein and shall apply to the purchase of all goods and/or services by the State under this Agreement. A current copy of this document is available online at <https://bgs.vermont.gov/purchasing-contracting/forms>.
- 3.2. **Subgranting.** In accordance with the [State of Vermont Administrative Bulletin 5](#) § subsection 4, Specific Requirements for Subaward Agreements, Subrecipients may pass through funds they receive to their own subrecipients only with prior written approval of the pass-through entity. They must advise their subrecipients of requirements imposed on them by state and federal laws, regulations, and the provisions of contracts or grant agreements as well as any supplemental requirements imposed by the pass-through entity. They must also set up a plan for monitoring those subrecipients’ use of the funds in accordance with subsection 8, B. Monitoring of State-Funded grants.

3.3. **Statement of Rights:** The State shall have the authority to evaluate Responses and select the Applicant(s) as may be determined to be in the best interest of the State and consistent with the goals and performance requirements outlined in this NOFO. The State of Vermont reserves the right to obtain clarification or additional information necessary to properly evaluate a proposal. Failure of vendor to respond to a request for additional information or clarification could result in rejection of that applicant’s proposal. To secure a project that is deemed to be in the best interest of the State, the State reserves the right to accept or reject any and all proposals, in whole or in part, with or without cause, and to waive technicalities in submissions. The State also reserves the right to make purchases outside of the awarded contracts where it is deemed in the best interest of the State.

3.4 **Evaluation Criteria:** Proposals will be evaluated using the following criteria. Proposals must be submitted in a format that clearly responds to the criteria.

3.4.1 Proposed Approach to Meeting Program Objectives and Deliverables. The proposal clearly indicates the applicant has a solid grasp of the scope of work, and describes in sufficient detail how the applicant will deliver timely, high-quality, compliant, and cost effective services to complete the scope of work and deliverables. This includes a proposed timeline for completing deliverables.

3.4.2 Project Management Structure. The proposal clearly demonstrates that the applicant has the resources and managerial capability to provide the required services in a timely, cost-effective manner. Applicant’s proposed key personnel are sufficient in number, experience, and skill level, to provide high-quality professional services. Proposal clearly outlines commitment of key personnel to tasks/assignments.

3.4.3 Relevant Experience. The applicant’s past and/or present experience and performance as described by references indicates the likelihood of successful completion of work under this agreement.

3.4.4 Stakeholder Engagement. Proposal clearly describes an approach to stakeholder engagement, and demonstrates capacity for building working relationships with technical service providers and prospective program customers.

3.4.5 Budget. The budget provided will be evaluated and rated for reasonableness, realism, and competitiveness.

Criteria	Consideration
Applicant Approach	35%
Management Structure	20%
Relevant Experience	20%
Stakeholder Engagement	15%
Budget	10%

4. **CONTENT AND FORMAT OF RESPONSES:**

The content and format requirements listed below are the minimum requirements for State evaluation. These requirements are not intended to limit the content of an Applicant's proposal. Applicants may include additional information or offer alternative solutions for the State's consideration. However, the State discourages overly lengthy and costly proposals, and Applicants are advised to include only such information in their response as may be relevant to the requirements of this NOFO.

4.1. **Technical Response:** In response to this NOFO, an Applicant shall include the following:

4.1.1. **Proposed Approach to Accomplishing the Scope of Work.** The proposal should summarize the applicant's understanding of DHCDs' objectives, and how the applicant is uniquely qualified to achieve those objectives. The proposal should describe the applicant's approach to each task, including strategies, tools, and safeguards for ensuring performance of all tasks and accomplishment of all deliverables, and any additional factors for DHCDs' consideration.

Specifically, the proposal should:

- Describe how the applicant would engage both service provider stakeholders, and incentive program customers to ensure program objectives are met.
- Describe the key considerations and elements of program design for which the applicant would provide recommendations.
- Describe the applicant's proposed workflow and how it will support implementation and administration of the program
- Describe the IT tools and platforms the applicant would use to support implementation and administration
- Describe methods of outreach the applicant would use to the target program customers.
- Describe how the applicants proposed approach, workflow and IT tools and platforms can support reporting.

4.1.2. **Key Personnel and Management Structure.** Provide a brief description of the organization's size, background, and structure. This section must also list the name and title of all personnel who will be assigned to provide professional services under this agreement, and the tasks to be performed by each member of the team.

This section should provide clear information as to the lines of communication for problem resolution, and how the applicant will ensure Quality Control & Quality Assurance of deliverables.

4.1.3. **Experience.** Describe your organization's past-experience completing projects of similar size, scope, and complexity.

4.1.4. **Timeline.** Provide an estimated timeline for completion of the Phases, Tasks, and Deliverables as outlined in the Scope of Work.

- 4.1.5. **Subgranting.** Include any partner organizations and subcontractors that will be necessary for your proposal’s success, including letters of commitment.
- 4.1.6. **Impact / Measurements.** Include a list of metrics on how you will measure the success of your proposal, and other metrics you deem valuable. The Agency is interested in both short- and long-term metrics.
- 4.2. **Staff Resumes:** The proposal should include the resumes of key personnel as included in section 5.1.2 of the technical proposal.
- 4.3. **Budget:** Use the Budget form provided to convey estimated cost for completing the scope of work.

Vermont Community Electric Vehicle Supply Equipment Incentive Program
Budget Projections for Program Administration
*Up to 10% of Appropriation (\$700,000) may be used for program administration
 (Marketing and Outreach are considered program administration costs.)*

# Phase	Projected Cost by Phase
1 Phase 1-Workplace EV Charging Task 1 - Incentive Program Design Task 2 - Program Implementation & Administration Task 3 - Program Reporting	
2 Phase 2 - Multiunit EV Charging Task 1 - Incentive Program Design Task 2 - Program Implementation & Administration Task 3 - Program Reporting	
3 Phase 3 - EV Charging for Community Attractions Task 1 - Incentive Program Design Task 2 - Program Implementation & Administration Task 3 - Program Reporting	
Total Cost:	

5. SUBMISSION INSTRUCTIONS:

- 5.1. **Closing Date:** Proposals must be received by the State by the due date and time specified on the front page of this NOFO. Late proposals will not be considered.

5.2. **Proposal Delivery Instructions:** All proposals must be submitted electronically and in a digital format described below. No hard copies or faxes will be accepted.

5.2.1. Applicants may send their proposal in PDF file format as an attachment, or downloadable link within an email to: ACCD.Contracts@vermont.gov.

5.2.2. The email subject line must read “**VT Community EVSE NOFO FY 23**”

5.2.3. The email with the viable download link must be received by the closing date and time found on the cover of this NOFO.

5.2.4. The proposal document must be a single digitally searchable PDF with the following naming convention <<**Vendor Name-VT Community EVSE NOFO FY 23**>> . The PDF attachment must contain all components of the proposal. Multiple emails and/or multiple attachments will not be accepted.

5.3. **Proposal Submission Checklist:**

Proposal Contents	✓
Technical Response	
Resumes	
Budget Proposal	

Appendix 1

Workplace EV Charging Preliminary Program Design

PROGRAM FUNDING

\$2M total – minimum of \$1,800,000 for incentives, maximum of \$200,000 for administration. No more than 10% of incentive funds can be used towards administrative costs, which includes interpreting/translation services.

PROJECT ELIGIBILITY CRITERIA

Program Customers

- 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.

Sites

- A proposed project must be located in parking that serves workplaces.
- Site must:
 - 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 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.

Equipment

- Level 1 and Level 2 equipment is eligible.
- 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: hard-wired 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 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.

Projects

- Projects must provide employees sufficient and priority access to the charging station to meet their charging needs.
- Projects must obtain all necessary State and local permits required to complete the project.

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).

PROGRAM CUSTOMER OBLIGATIONS

- 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 terms of the incentive without prior written permission.

- Register equipment that is available to the general public on Plugshare and the Alternative Fuels Database.

Appendix 2

Multiunit Residential EV Charging Preliminary Program Design

PROGRAM FUNDING

\$3M – minimum of \$2,700,000 for incentives, maximum of \$300,000 for administration. No more than 10% of incentive funds can be used towards administrative costs.

ELIGIBILITY CRITERIA AND PROJECT REQUIREMENTS

Program Customers

- Eligible program customers include Governments (federal, municipal, public education institutions, public utilities, and other public institutions), residential property owners, condo associations, 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.

Sites

- A proposed project must be located in detached parking that serves as residential parking for multiunit properties with 3 or more units.
- Site must:
 - 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 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.
 - If the project is located in the public right of way, provide on-site general EVSE service sign approved by the Manual on Uniform Traffic Control Devices. See example here: https://mutcd.fhwa.dot.gov/resources/interim_approval/ial3/index.htm.
 - If the project is located in the public right of way, provide on-site EVSE parking dwell-time management sign(s) approved by the Manual on Uniform Traffic Control Devices, such as “no parking except for electric vehicle charging” unless an equivalent is otherwise approved by the EVSE Interagency Workgroup to meet site-specific needs.
 - 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.

Equipment

- Level 1 and Level 2 equipment is eligible.

- Equipment that will be available to the general public for a fee must be network capable, and 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: hard-wired 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 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.

Projects

- Projects must provide residents sufficient and priority access to the charging station to meet their charging needs.
- Projects must obtain all necessary State and local permits required to complete the project.

LIMITATIONS

- No funding shall be awarded for EVSE mandated under federal, state, or local requirements (such as that which is required to obtain a land use permit or to meet building code).

PROGRAM CUSTOMER OBLIGATIONS

- 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 terms of the incentive without prior written permission.
- Register equipment that is available to the general public on Plugshare and the Alt. Fuels Database.

Appendix 3

EV Charging at Public Attractions Preliminary Program Design

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PROGRAM FUNDING

\$2M total – minimum of \$1,800,000 for incentives, maximum of \$200,000 for administration. No more than 10% of incentive funds can be used towards administrative costs.

ELIGIBILITY CRITERIA AND PROJECT REQUIREMENTS

Program Customers

- 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 customer must be in good standing with the Vermont Department of Taxes.

Sites

- A proposed project must be located in parking that is available to the general public.
- Site must:
 - 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 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.
 - If the project is located in the public right of way, provide on-site general EVSE service sign approved by the Manual on Uniform Traffic Control Devices. See example here: https://mutcd.fhwa.dot.gov/resources/interim_approval/ia13/index.htm.
 - If the project is located in the public right of way, provide on-site EVSE parking dwell-time management sign(s) approved by the Manual on Uniform Traffic Control Devices, such as “no parking except for electric vehicle charging” unless an equivalent is otherwise approved by the EVSE Interagency Workgroup to meet site-specific needs.
 - 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.

Equipment

- Level 1, Level 2, and Level 3 equipment is eligible for incentive.

Project equipment must:

- Be connected to a network that uses 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.
- 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 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:

- Be certified by the California Type Evaluation Program (CTEP).
<https://www.cdfa.ca.gov/dms/ctep.html>
- Meet Society of Automotive Engineers (SAE) J1772 standard for EV charging plug connector and operational requirements.

Level 3 equipment must:

- Have reasonably proximity to 3-phase power available.
- Be dual-protocol with both CHAdeMO and SAE Combined Charging System (CCS) ports.

Projects

- Projects must obtain all necessary State and local permits required to complete the project

LIMITATIONS

- No funding shall be awarded for EVSE mandated under federal, state, or local requirements (such as that which is required to obtain a land use permit or to meet building code).

PROGRAM CUSTOMER OBLIGATIONS

- 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 follow the State's Method of sale regulations for commercial EV charging.
- Equipment will not be sold or relocated during the terms of the incentive without prior written permission
- Register equipment on PlugShare and the Alt. Fuels Database