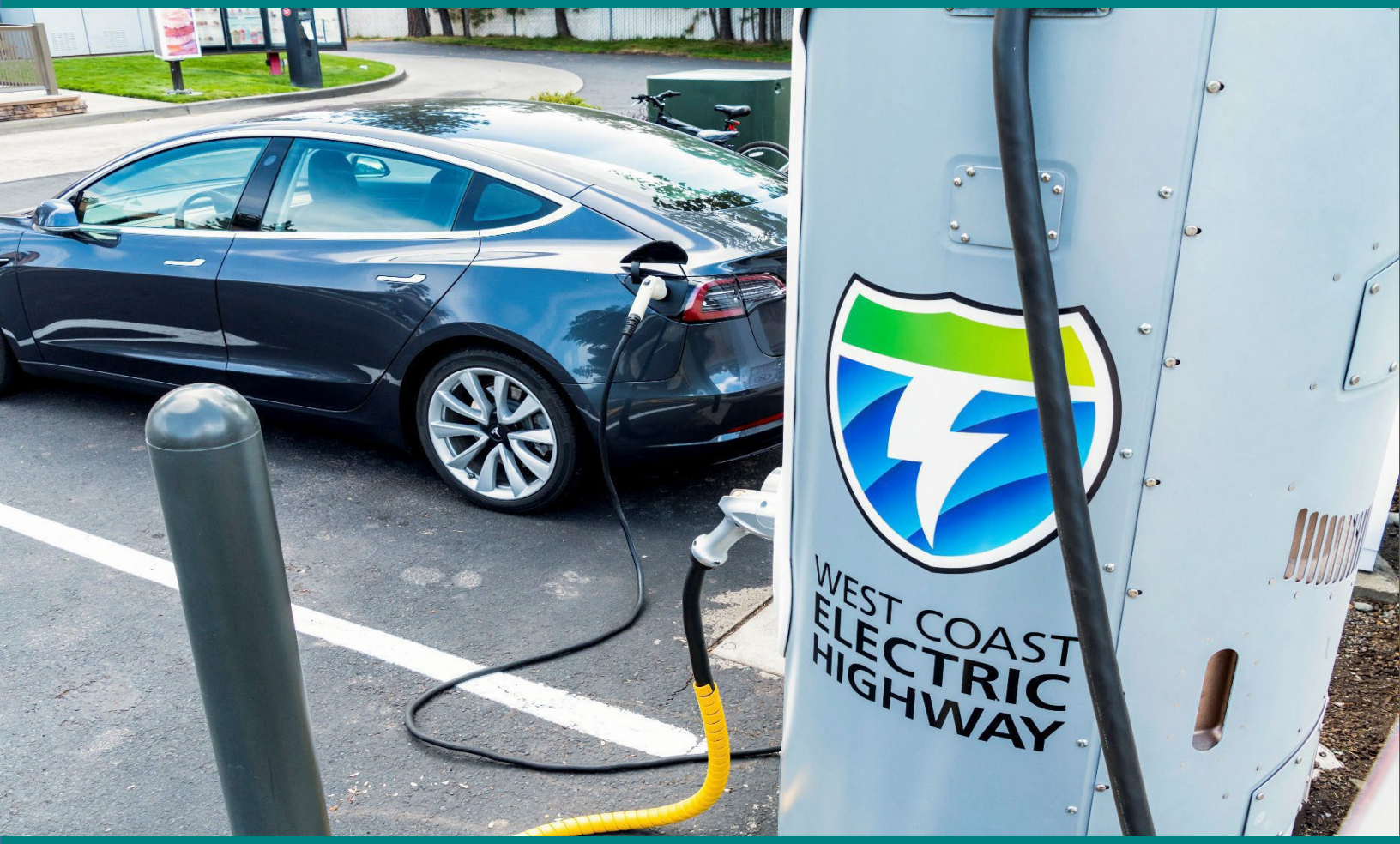
COMMUNITY CHARGING REBATES (CCR)



Oregon Department of Transportation

Program Guidelines Version 3.0 – Effective December 17th, 2024

CONTENTS

I. FUNDING OPPORTUNITY DESCRIPTION

A. BACKGROUND AND PURPOSE

In Oregon, much like nationally, the transportation sector is the largest source of greenhouse gas (GHG) emissions, comprising 35% of total emissions. To avoid the worst impacts of climate change and meet its climate goals, Oregon has long recognized that rapid transportation electrification is critical. Widespread adoption of electric vehicles (EVs) 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 nearly quadrupled, earning Oregon one of the highest EV adoption rates in the country. The strong EV groundwork, policies and partnerships developed over the last decade make Oregon well poised for continued EV growth.

EV charging infrastructure is a critical driver of widespread EV adoption and while deployment in Oregon has steadily grown alongside EVs, it is not increasing fast enough to meet future EV targets and eliminate "range anxiety" for EV drivers. ODOT's Transportation Electrification Infrastructure Needs Analysis (TEINA), released in July 2021, found there are significant EV charging gaps throughout Oregon and highlighted an extraordinary need for growth in both the near and long term to meet the zero emission vehicle (ZEV) adoption goals established in Senate Bill 1044. TEINA estimated that a five-fold increase in EV charging ports is needed throughout Oregon by 2025, and an estimated 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 disadvantaged and rural communities.

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

B. PROGRAM OVERVIEW

The **Community Charging Rebates (CCR)** program, or Program, aims to increase access to Level 2 charging stations in Oregon communities to encourage widespread EV adoption. The Program offers rebates to public and private entities to reduce the cost of purchasing, installing, and maintaining qualified Level 2 charging equipment at publicly accessible parking locations, workplaces and multi-family housing (MFH) throughout Oregon. Level 1 charging station rebates are offered at workplaces and multi-family housing only and must 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 at eligible locations. Rebates are awarded to approved applicants after eligible EV charging equipment has been installed and activated, project costs have been paid in full and all required documentation has been submitted to ODOT.

Round 3 of the Program will provide $2.75 million in rebates and **will accept applications until the Program End Date of April 3rd, 2025 at 5:00pm PDT 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 3, ODOT will evaluate Program success and issue a new version of guidelines and rebate levels.

To qualify for a rebate, Applicants may either apply prior to project installation and reserve funding or apply for the rebate within 90 days of the installation and activation date. The only exception to this 90-day requirement is for projects installed between the close of Round 2 (July 3rd, 2024) and the launch of Round 3 (December 17th, 2024), which are eligible for Round 3 funding. In either case, all costs must be incurred after June 13th, 2023, to be eligible (see Section IV.A for more information on the application process). **Charging equipment with an Installation Date prior to July 3rd, 2024 is not eligible for Round 3 of this Program.**

D. FOCUS ON EQUITY

The majority of rebate funds (70%) are reserved for projects located in priority communities, including disadvantaged and rural communities. Under the Program, disadvantaged communities are defined using ODOT's statewide equity layer, which considered several demographic criteria to map disadvantaged persons.[1] Rural communities are those considered nonurban by the Oregon Office of Rural Health[2].

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.

[1] ODOT's Statewide Equity Layer was created using American Community Survey (ACS) data to create an index of disadvantaged persons by block group level considering 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".

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

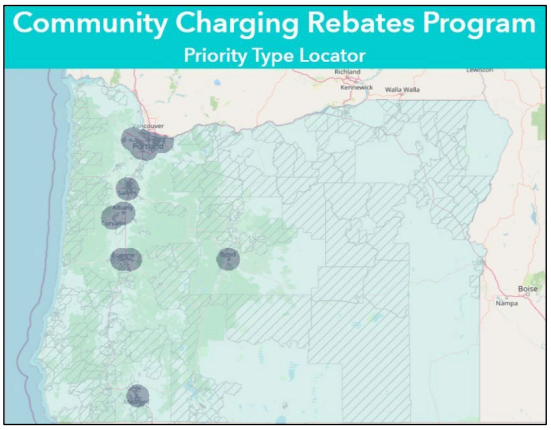


FIGURE 1: CCR PROGRAM PRIORITY TYPE LOCATOR MAP

E. REBATE AMOUNTS AND CATEGORIES

Rebates vary depending on project characteristics. Table 1 outlines the rebate amounts per port based on the project type. Rebates are based on either a maximum dollar amount per port or a percentage of Eligible Project Costs (EPC). As such, please note that rebate amounts will not be the same for every project. A final rebate amount is determined by the per-port rebate multiplied by the total number of ports (with a maximum of 12 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	
		<11.5 kW Charger	**≥11.5 kW Charger**
Publicly accessible parking, including right-of-way parking*	Level 2	$5,250, up to 75% of eligible project costs	$6,250, up to 75% of eligible project costs
Workplace – accessible to all employees	Level 2	$3,500, Up to 75% of eligible project costs	
	Level 1	$750	
Multi-family housing – accessible to all residents	Level 2	$5,500, up to 75% of eligible project costs	
	Level 1	$750	

**In Round 3, ODOT has increased the maximum reimbursement for publicly accessible parking sites, partly to cover the costs associated with maintenance contracts or Service Level Agreements.*

The Program rebate may be combined with other federal, state, or local agency or utility incentives and grants to further offset the cost of equipment purchase and installation. However, if an applicant is applying for both an ODOT rebate and an additional incentive or grant, including from an Oregon electric utility, the Applicant must note this in ODOT's rebate

application and notify the appropriate alternate program of dual participation. In addition, applicants must apply for other incentives *first*, prior to applying for ODOT's rebate. Any incentives or grants received from other sources will reduce the project's calculation of Eligible Project Costs, which is used in calculating the rebate payment. An applicant may not profit from any ODOT incentives.

Note: this disclosure requirement does not apply to federal tax incentives, such as the Alternative Fuel Refueling Property Credit designated under Section 13404 of the Inflation Reduction Act.

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

F. PROGRAM AWARD CAPS

Workplace and public sites must install a minimum of two (2) Level 2 charging ports per project site and **multi-family housing sites must install a minimum of four (4) Level 2 charging ports per project site**. All eligible applicants—whether for public, workplace, or multifamily housing (MFH) sites—may apply for a maximum of twelve (12) Level 2 charging ports per project site across all funding rounds. This means that while an applicant can request up to 6 ports in one round and an additional 6 ports in another round at the same project site, the total number of ports per project site cannot exceed 12 throughout all funding rounds.

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

When submitting multiple applications for the same site, applicants must meet the minimum port requirements for each use case. However, the total number of chargers at the site for all use cases cannot exceed 12 ports. Applicants must also note in their application that the site has multiple application IDs.

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.

TABLE 2: MINIMUM + MAXIMUM PORT REQUIREMENTS

Project Type	Level 2 Minimum Port Requirement	Level 2 Maximum Port Requirement
Publicly Accessible Parking	2	12
Workplace	2	12
Multi-Family Housing	4	12

Multi-family housing and workplace sites are also eligible for a rebate for Level 1 charging stations (see Table 1), when installed in conjunction with Level 2 charging. Eligible projects must meet the relevant Level 2 port minimums to be eligible for a Level 1 rebate and must install a

minimum of two (2) Level 1 charging ports per project site and may apply for a maximum of **twelve (12)** Level 1 charging ports per project site.

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

No single entity may receive more than $300,000 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 $300,000 per funding cycle.

II. ELIGIBILITY REQUIREMENTS

A. ELIGIBLE APPLICANTS

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

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

The Oregon Department of Transportation (ODOT) is an Eligible Applicant for publicly accessible project sites if the location has parking that is provided primarily for public use, such as Department of Motor Vehicle (DMV) offices, Park and Ride lots, and select right-of-way use cases. ODOT is an Eligible Applicant for workplace project sites if the location has parking provided primarily for its employees. ODOT applications will be reviewed on a case-by-case basis to ensure they meet this requirement.

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.

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

B. ELIGIBLE LOCATIONS

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

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

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

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

   In addition, a maintenance contract or Service Level Agreement is required for all public charging projects, to ensure continued operation of public chargers and increase reliability, **with a party qualified to service and repair the equipment. Applicants must identify the party responsible for ongoing maintenance and repair of the charging station(s) prior to reimbursement. In Round 3 ODOT has increased the maximum reimbursement for publicly accessible sites in part to cover costs for maintenance contracts or Service Level Agreements (See table 1).**

2. **Workplace Site:** A parking site with parking spaces that primarily serve employees who work at or nearby the location. Examples include office buildings, manufacturing facilities, universities, schools, hospitals, and other healthcare facilities. EV charging equipment installed at workplace sites under this Program may be restricted to employee use only or open to a broader user group, but employees must be given preferred access to EV charging over customers, contractors, or other visitors onsite to be eligible.

   Charging equipment installed at workplace and 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.

3. **Multi-family housing (MFH) Site:** A parking site with at least five (5) parking spaces that primarily serves a MFH with five (5) or more residences, such as apartment buildings, condominiums, and co-ops. Individual residents or tenants who are not the building owner are not Eligible Applicants. EV charging equipment installed at MFH sites under this Program may be restricted to resident use only or open to a broader user group, but they must be commonly accessible and not dedicated solely to individual units. * 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. Hotels and motels are generally considered publicly accessible sites for the purpose of applying for funding, as they typically provide access to charging stations for the general public. However, if a hotel or motel restricts charging access solely to employees and customers, it will be classified as a workplace project instead.

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

C. ELIGIBLE TECHNOLOGY

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

The minimum requirements include:

All Level 2 charging equipment must:

- Be new and installed for the first time. Previously installed or rebuilt equipment is ineligible. Replacement of broken equipment is eligible, but projects must still follow the minimum port requirements.
- Be purchased and not leased.
- Be compliant with SAE J1772 technical standard.[3]

[3] The North American Charging Standard (NACS) connector is an eligible cost under this Program, but the charging equipment and connector as a system must be Underwriter's Laboratory (UL) or NRTL listed. NACS is not required under this Program until there is sufficient UL or NRTL listed equipment commercially available.

- Be rated at 7.2 kW or greater.
  Note: ODOT strongly encourages any dual port stations installed under this Program to be rated at 9.6 kW or higher, enabling higher charging speeds when two cars are plugged in simultaneously. This will enhance customer satisfaction while contributing to future proofing parking lots for increased EV adoption and improved vehicle technologies. Chargers rated at 11.5 kW or higher installed at public sites are eligible for a higher per-port rebate (see Table 1 *above).*
- Have a minimum two-year warranty, either from the manufacturer, a third party, or the Contractor. ODOT strongly encourages extended warranties.
- Be network-capable, allowing site hosts to add networking in the future without replacing the entire unit.
- Be certified by a Nationally Recognized Laboratory Program (NRTL) to UL 2594 standard.
- Be capable of withstanding temperature extremes, with normal operation from -22^{o}F to 104^{o}F (UL 2594).
- Be suitable for outdoor application and certified with a minimum rating of NEMA 3R or better to withstand extreme weather conditions, including temperature extremes, flooding, heavy rains, and high winds.
- Be Energy Star certified.

<u>Networked Level 2 charging equipment must</u>:

- **Interoperability:**
  - Operate and be compliant with the Open Charge Alliance Open Charge Point Protocol (OCPP) 1.6 – or newer – requirements, and capable of switching networks without technological, contractual, or other unreasonable restrictions. Systems that are OCPP compliant only at the network level are not permitted.

- **Consumer Access, Payment, and Pricing Transparency:**
  - Be accessible by all drivers regardless of network memberships or subscriptions, and drivers shall not be required to pay a subscription fee or otherwise obtain a membership in any network, club, association, or organization as a condition of using the charging stations funded under this Program.
  - Be compliant with the Open Charge Point Interface 2.0.1 (OCPI 2.0.1) or newer as the communications protocol, enabling universal roaming.
  - If payment is required, charging stations must:
    - Visibly and clearly display the pricing per unit of sale and any additional fees that may be assessed (e.g., parking or idling fees). User interface must be legible both at night and in direct sunlight, or through another form of display on the charging station. ODOT strongly encourages pricing in dollars per kWh at a rate that is fair and reasonable. *Note: ODOT will be monitoring rates charged by rebate recipients through its annual reporting requirements. If it is determined that charging rates are not fair and reasonable, ODOT reserves the right to disqualify applicants from future rounds of the rebate Program and other ODOT funding opportunities.*

        - Accept more than one form of payment, one of which must be a form of credit and debit card that supports Visa and Mastercard.
        - Provide and display a toll-free number for users to initiate a charging session and make a payment by telephone any time the station is operational and publicly available. Customer Service Support:
    - Station(s) must include clear use instructions and customer support contact information. A toll-free, customer support telephone number must be clearly visible, posted on or near charging equipment, and accessible to customers during all hours of operation. The customer support service must be capable of dispatching or otherwise providing immediate assistance to address operational problems at the charging station, including rebooting the system if necessary.
    - Stations must be equipped with remote diagnostics and remote start capabilities.

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

- Charging stations must utilize a network with the ability to support remote demand response events; this may be implemented with Open ADR 2.0b 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 electric 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 (e.g., site survey, site layout, etc.).
- Electric service upgrades, including stub outs, transformer, electric panels, utility service order.
- Project signage.
- Local permit costs.

- Site lighting.
- ADA compliance (e.g., design, curb cuts, path of travel, striping, etc.).
- Network agreement with network provider (up to 3 years, if paid in advance).
- Operations and maintenance contract or service level agreement (SLA), including a parts warranty (up to 5 years, if paid in advance).
- Extended equipment/parts warranties, up to five years.
- Electric micromobility accommodations (e.g., features enabling electric micromobility devices to securely lock to the charger, 110V outlet on L2 chargers).

Ineligible costs include EV charging equipment leasing costs (leased equipment is not eligible under this Program), real estate acquisition costs, construction or general maintenance of buildings and parking facilities, administrative costs, electric supply costs, upgrades to utility-owned electrical infrastructure, any project costs offset by other incentive programs, and any costs incurred prior to the Program Effective Date (June 13th, 2023).

Applicants may begin incurring costs prior to applying but do so at their own risk if the Applicant has not reserved funding (see Section IV.A for more information on the application process). Until funding is reserved, there is no guarantee that an Applicant will be approved for funding or that funds are still available at the time of application. **Costs incurred before June 13, 2023, are not eligible for reimbursement.**

III. PROGRAM REQUIREMENTS

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

A. INSTALLATION REQUIREMENTS

- Charging stations must be installed in compliance with National Fire Protection Association (NFPA) 70, National Electric Code (NEC) Article 625 and all applicable State and local Electrical Codes currently adopted and enforced within the jurisdiction of installation, including all work with circuits, electrical service, and meters.
- Charging stations must be installed by contractor(s) who possess all licenses legally required to perform electrical installation work. During periods when electrical installation work is conducted, charging station installation must be supervised or performed by one or more electricians who hold an Electric Vehicle Infrastructure Training Program (EVITP) certification or certification from an equivalent training program that has been approved by the Oregon Electrical and Elevator Board.[4]

[4] Per Senate Bill 582 from the 82nd Oregon Legislative Assembly – 2023 Regular Session: https://olis.oregonlegislature.gov/liz/2023R1/Downloads/MeasureDocument/SB0582/A-Engrossed

- All project installations must comply with all local, state, and federal laws, including any

permitting and inspection requirements, environmental laws, and Oregon's Prevailing Wage law, as applicable.

- Charging station installations must meet Americans with Disabilities Act (ADA) requirements. Station configurations should be designed to be accessible to and usable by people with disabilities.

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

B. OPERATIONS AND MAINTENANCE REQUIREMENTS

Awardees are responsible for operating and maintaining the charging equipment funded through this Program at the same location listed on the application for a period of no less than five (5) years from the Installation Date. This includes ensuring the charging station pedestals, and all ancillary equipment, including cables, awnings, canopies, shelters, and information display kiosks or signage associated with the charging stations, are in good working order and in compliance with all manufacturer requirements and recommendations. Applicants shall initiate or cause a subcontractor to initiate the process for making any needed repairs within 24 hours following a notice of a malfunction or other operational issue and shall complete repairs in accordance with the provisions of any operations and maintenance plan. If a station becomes inoperable and remains so for five days, Applicants must notify ODOT at the Program e-mail address (communitychargingrebates@ODOT.oregon.gov). If a station is sold or permanently inoperable prior to five (5) years of operation, ODOT may require the Applicant to pay a pro-rated portion of the rebate back, and/or transfer data reporting responsibilities to the new ownership entity.

To ensure the continued operation of the charging stations funded under this Program and the reliability of Oregon's charging network, **Applicants installing chargers at public sites must have a maintenance contract or Service Level Agreement (SLA) with a party qualified to service and repair the equipment. Applicants must identify the party responsible for ongoing maintenance and repair of the charging station(s) prior to reimbursement.** While not required for workplace or multi-family housing sites, ODOT strongly encourages maintenance agreements or SLAs for these projects as well. All charging station operators should strive to ensure charging ports are operational at least 97% of the time (i.e., 97% uptime).

[5] U.S. Access Board "Design Recommendations for Accessible EV Charging Stations"

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. OPERATIONS AND MAINTENANCE REQUIREMENTS

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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.

D. 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 and activation 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. ODOT will provide additional guidance on data reporting requirements to rebate recipients.

The following information is likely to 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
- Payment rates
- 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 is likely to request the following additional data, per charging session:

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

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.

*** Note: As stated above, ODOT will monitor charging rates ($/kWh) on an annual basis. If it is determined that charging rates are not fair and reasonable, ODOT reserves the right to disqualify recipients from future rounds of the Program and other ODOT funding opportunities.**

E. SITE REQUIREMENTS

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

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

FIGURE 2: EXAMPLES OF ACCEPTABLE "EV CHARGING ONLY" SIGNAGE

FIGURE 3: EXAMPLES OF ACCEPTABLE "EV PRIORITY" SIGNAGE

- Locations should enable safe ingress and egress, with sufficient space for light-duty vehicles to utilize EV charging stations and include parking spaces that are paved and adequately sized.
- Public sites must be clearly identified with signage that directs users to the site and

appropriate parking spaces. *Note: the signage should be mounted on a pole.* Public sites must be available for use by the public for at least 60 hours per week, and reasonably expected to be visited by the public during the hours of availability.

- Charging stations installed at multi-family housing must be commonly accessible and not dedicated solely to individual units. Exceptions will be made if it can be demonstrated that residents will be given shared and convenient access to EV charging facilities.

F. APPLICANT REQUIREMENTS

- Prior to submitting for final payment, Applicants must report each new installed charger to the Alternative Fuels Data Center for listing on their Alternative Fueling Station Locator tool (https://afdc.energy.gov/stations/#/station/new). Please include as much information about the station as possible. Chargers that are restricted to resident or employee use only (e.g., for workplace or multi-family housing sites) must be designated as "private" in the "Type of Access" field.
- Rebate recipients are required to submit charging station utilization data to ODOT on 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. Applicants must register as a credit generator and as fuel supply equipment. Guidance on this process can be found on the Clean Fuels Program webpage.

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 (April 3rd, 2025), whichever comes first.

There are two pathways for applying to the Program:

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

Pre-Installation Projects:

- Installation and activation must be completed, and final documents provided within 300 days of the Reservation Date (the date an applicant receives notice that funding has

been reserved); otherwise, applications will be canceled and reserved funding will be reallocated. Reserved funding is calculated based on port counts multiplied by the base rebate amount. Once installation and activation occur, final rebate levels are awarded based on the lesser of the reserved amount or 75% of eligible project costs. **Note: this may result in final rebates that are less than the amount of reserved funding.**

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

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

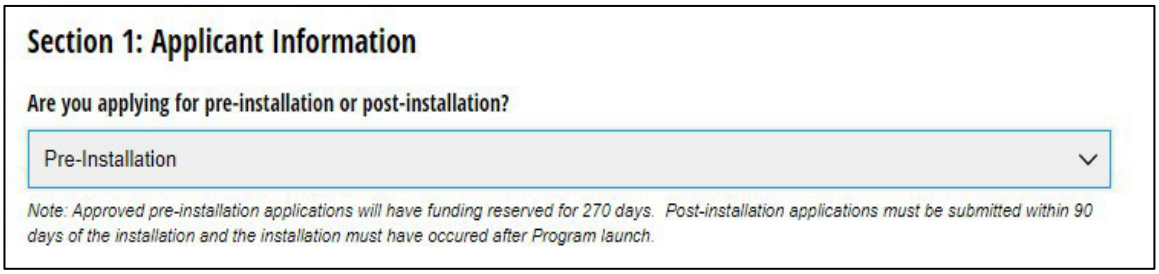

FIGURE 4: PRE-INSTALLATION APPLICATION

5. ODOT will review submitted applications, confirm eligibility, and provide a Reservation Date. Once a Reservation Date is provided, rebate funds are reserved, and Applicants have 300 calendar days (10 months) from the Reservation Date to complete the project. Once funding is reserved, the full application will be available for completion.
6. After installation and activation, 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. Applicant will receive rebate via a check in the mail within 45 business days of application approval.

Post-Installation Projects:

- Eligible costs cannot be incurred until after the Program Effective Date (June 13th, 2023) and Applicants must apply for the rebate within 90 days of the Installation Date.[6]

  Charging equipment with an Installation Date prior to July 3rd, 2024, are not eligible for Round 3 of this Program.
- Final rebate amounts are determined by calculating the lesser of port counts multiplied by the base rebate amount or 75% of eligible project costs.

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

FIGURE 5: POST-INSTALLATION APPLICATION

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

For all Eligible Applicants: if an application or its required documents are determined to be incomplete or illegible, the Applicant will be notified of the error and shall have ten (10) calendar days to correct any errors. If errors are not corrected in this timeframe, the application will be canceled, and the reserved funds will be reallocated.

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

[6] The only exception to this 90-day requirement is for projects installed between the close of Round 2 on July 3rd, 2024, and the opening of Round 3 on December 17th, 2024.

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

- Completed online application form (Part 2: Post-installation)
- Copy of Permit(s): A scan of the final electrical inspection or a letter from the authority having jurisdiction (AHJ) stating that no building permit is required. For unique circumstances, additional documentation (e.g., minor permit label) can be provided and will be reviewed.
- Current W-9 form, signed and dated within the last year.
- The following photos, including:
    1. Installed site photo: Photo of the charging equipment installed at the site that clearly shows the required onsite signage or pavement markings.
    2. Serial number photo: required for each unit.
    3. Customer support number photo, showing location on or near charging equipment (required for networked equipment).
    4. Pricing display photo, clearly showing pricing per unit of sale and location on or near charging equipment (required for projects that charge a fee for charging).
- Network service agreement and proof of payment for up to three (3) years of network services, if applicable.
- Maintenance contract or service level agreement (SLA) and proof of payment for up to five (5) years of maintenance services (required for public charging projects).
- Copy of itemized paid invoice for equipment.
  Invoice should include purchase date, vendor information (name, company, contact information), total cost and itemization of charges, including:
    - Make and model name of specific equipment purchased with per-unit costs.
    - Networking fees (if applicable).
    - Other fees (if applicable).
- Copy of itemized paid invoice for all installation costs.
  Invoice should include installation and activation date, installer information (name, company, contact information), itemization of eligible costs, credits, discounts, and incentives received, if applicable, including:
    - Labor associated with installing the charging equipment (hourly rates and number of hours at each rate)
    - Materials and hardware other than the EVSE (such as electrical conduit, wiring, or bollards)
    - Electric service upgrades
    - Any other Eligible Costs the applicant wants included in calculation of Total Project Costs, such as planning and engineering design costs, project signage or site lighting.

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

V. ADMINISTRATION

A. PROGRAM DEFINITIONS

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

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

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

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

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

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

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

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

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

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 110/120-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, 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 layer.[7]
- 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%) for projects in 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 launched (June 13th, 2023). Costs incurred or equipment installed prior to this date are not eligible.

Program End Date (Round 3) – the date on which Round 3 of the CCR Program will stop accepting new applications (April 3rd, 2025).

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

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

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

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

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

[7] ODOT's statewide equity layer can be accessed through ODOT's FACS-STIP Map. On the "Layer Catalog" tab under "Planning and Climate Resilience", check the "Social Equity Index" layer checkbox and click "Apply".

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

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

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

B. PROGRAM CONTACTS

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

Forth Mobility
411 NW Park Avenue, Suite 201
Portland, OR 97209
Phone: (503) 724-8670
Email: ODOTchargingrebates@forthmobility.org
Webpage: https://forthmobility.org/chargingrebate

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

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

C. PROGRAM INFORMATION SESSIONS

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

D. TECHNICAL ASSISTANCE

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

Technical assistance provided includes:

- Answering questions about the rebate eligibility and process.
- Assisting Eligible Applicants with filling out and submitting a rebate application.
- Providing high-level information about installing, maintaining, and operating eligible Level 2 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.
- Developing guidance documents, FAQs, and other resources to assist with the application process.
- Frequent budget updates when funding rounds are active, hosted on the CCR webpage.

VI. ATTACHMENTS

A. APPENDIX A: REBATE PROCESS FLOW CHART