

Appendix D:
Washington EV Charging Program
Application Manual

05/16/2024

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Program Overview

The Washington State Electric Vehicle Charging Program (“WAEVCP” or “Program”) was created by Governor Inslee, the Washington State Legislature, and the Washington State Department of Commerce for a cleaner, greener future. This Program aims to reduce greenhouse gas emissions and fossil fuels, improve air quality, and promote equity in access to electric vehicle charging infrastructure.

This Program provides \$64 million in awards to eligible applicants who install electric vehicle (“EV”) chargers at eligible sites, with a focus on installations of chargers at priority sites. Priority sites include multifamily housing, public charging locations, tribal communities, and other historically underserved and overburdened communities. The WAEVCP aims to allocate forty percent (40%) of total funding, and total project-funded charging ports, to sites in overburdened communities outside of federally recognized tribal lands. Both Level 2 (“L2”) and DC Fast Charging (“DCFC”) funds/ports will be considered towards this goal.

The Department of Commerce contracted with Center for Sustainable Energy (“CSE”), The Whitener Group (“TWG”), and Western Washington Clean Cities Coalition (“WWCCC”) to serve as Technical Assistance Partners for the administration of this Program. Technical Assistance Partners will assist Commerce with sharing information about the program and provide support services for applicants and grantees.

WAEVCP has specific equipment requirements, eligible costs, scoring methodology, and outreach resources. WAEVCP supports installations at existing and new development. For new development sites, WAEVCP only funds chargers that exceed the minimum requirements of the applicable building codes.

Following the announcement of the funding opportunity on August 15, 2023, the WAEVCP will follow this schedule of key dates:

Milestone	Date
Applications open & Initial Technical Assistance Services	September 6 – December 1, 2023
Webinar #1	September 13, 2023
Webinar #2	October 11, 2023
Webinar #3	November 14, 2023
Applications due	December 1, 2023
Application review period	December 1, 2023 – January 16, 2024
Award date	February 26, 2024
Secondary Technical Assistance Period	January 16 – June 30, 2024

Application Process

Applications may be submitted by a lead agency from the Eligible Applicant List below. The lead agency should be able to communicate regularly with the Department of Commerce, submit information on planned installations and their progress, and manage administrative needs. An application can contain requests for funding for multiple sites. Sites will be scored individually and funded individually.

Applicants can apply between September 6 and December 1, 2023. There is no financial or other incentive to apply early – this is not a first-come, first-serve program. This Program uses a scoring matrix that does not award any points based on submission time or day. All applications must be received by

December 1, 2023. Applicants are encouraged to attend a webinar to learn about the program requirements and technical assistance resources.

Applications will be available through the Zoom Grants platform beginning September 6, 2023. A link to Zoom Grants will be available on the main program website, www.waevcharging.org (Click Apply buttons) and below for reference:

- Application document link: https://www.zoomgrants.com/zgf/Washington_State_Dept._of_Commerce/EV_Charging_Infrastructure_Grants.

To complete the application document, applicants must utilize the Mapping Tools for the appropriate site type. The Mapping Tool helps automate several key site scores and has a printable Site Report to assist applicants with data entry. The Mapping Tools are available at the links below and via links within the Application Document.

- **Residential Tool for Multifamily Housing Sites:** <https://bit.ly/EV-Residential-Grant-App>
- **Public Tool for All Other Sites:** <https://bit.ly/EV-Public-Grant-App>

Partner organizations that are supporting the installation should be included in the application document. The local retail electric utility must be added as a partner on each site in an application. Applicants must upload their application document back to Zoom Grants. Applicants are responsible for ensuring that their application information is correct and responding to any requests for additional information from the Department of Commerce.

The Department of Commerce will contact applicants with any clarifications needed on their application.

Selected applicants will need to complete a contract with the Department of Commerce to finalize their award. As part of the contract process, applicants will be required to submit additional documents and information to the Department of Commerce to verify their organization type, project details, and other application content. A list of required information will be available at the time of the awards

Technical assistance will be available between September 6 and December 1, 2023, for any applicant, and between the date of awards and June 30, 2024 for applicants who were awarded funding.

Eligible Applicants

Lead Applicants

Lead Applicants should provide details on their proposed installation in the Application Document available on Zoom Grants here:

https://www.zoomgrants.com/zgf/Washington_State_Dept._of_Commerce/EV_Charging_Infrastructure_Grants.

Lead applicants can only submit one (1) application per county, and must be one of the following:

- **Public Agencies:** Cities, towns, counties, public school districts or special schools, transportation planning organizations, transportation authorities or agencies, municipal corporations, port districts or authorities, political subdivision of any type, or any other entities or authorities of local government in corporate form or otherwise.
- **Tribal Entities:**

- Sites: Sites on the lands of federally recognized tribes, or an enterprise located off tribal land and owned by a federally recognized tribe.
- Applicants: Federally recognized tribes.
- **Retail Electric Utilities:** Any electrical company, public utility district, irrigation district, port district, electric cooperative, or municipal electric utility that is engaged in the business of distributing electricity to retail electric customers in the state, per RCW 80.60.010.
- **Community-Based Non-Profits:** IRC § 501(c)(3) organizations or labor unions representing geographic, racial, ethnic, cultural, or worker communities within Washington state.

If an eligible lead applicant is looking for local site hosts or partner organizations, including EV service providers, they can view the free Potential Site Host & Partner Directory on the program website Resource Library Page: <https://waevcharging.org/resource>.

Building owners/managers or EV service provider companies will need to partner with an eligible lead applicant, as listed above. Building owners/managers, EV service provider companies and others who are not eligible lead applicants can enter their information on the Interested Partners & Site Hosts Directory so that lead applicants can contact them to partner on an application.

Interested Partners & Site Hosts Directory is located on the WAEVCP website Resources Page: <https://waevcharging.org/resource>.

Partner Applicants

Partner Applicants can be added to any application as an additional interested party and can be any of the eligible applicant types or a designated representative of the site.

- In the case that an application contains a Lead Applicant that is not a Retail Electric Utility, a Retail Electric Utility must be listed as a partner on the application. Any application that does not contain a Retail Electric Utility as a Lead or Partner Applicant may be considered ineligible.

Funding Award Disbursement Schedule

Award funds will be distributed to applicants that are selected and contract with Commerce (grantees) on a per-site basis. The schedule for funds disbursement will be issued as per a schedule outlined in the contract. Award funds will not be provided via a lump sum at the time of award notice or at contract execution. All funding is on a reimbursement basis. Reimbursements will be made based on approved invoicing and document requirements. Grantees must demonstrate that an invoice was paid before it is submitted for reimbursement. Required completion timelines for all installations are outlined below.

The contract between the lead applicant and the Department of Commerce will have additional requirements, documentation needs, regular reporting, and other critical information such as required completion timelines and ongoing maintenance and operation reporting.

All funding is subject to state appropriation and grantees are to receive Program funds on a reimbursement basis.

Required Completion Timelines

Funded installations must be completed according to the schedule below, starting at the contract start date. Extensions may be granted on a case-by-case basis at the sole discretion of the Department of Commerce in the event it is determined that the required completion timeline is not feasible.

Applications needing an extension should contact their assigned contract specialist for any questions post-award.

Installation Type	Completion Timeline (from contract start date)
Level 2 Chargers	270 Calendar Days
DC Fast Chargers	580 Calendar Days
Combination Sites (Level 2 and DC Fast Chargers)	580 Calendar Days

Project Priorities and Funding Distribution

Eligible Site Type	Funding Available	Percent of Program Funding	Charger Types
Multi-Family Housing	\$28,800,000	45%	Level 2
Public Charging	\$25,600,000	40%	Level 2 and DC Fast Charger
Fleet Depots & Workplaces	\$9,600,000	15%	Level 2
All Eligible Site Types	\$64,000,000	100%	

Eligible Site Types Definitions

Eligible Site Type	Definition
Multi-Family Housing	A residential development with five or more units. Hotels and motels do not qualify as multifamily housing.
Public Charging	To be considered publicly available, an EV charging station must not be located behind a fence or in a gated parking lot, such that the general public is unable to access or is deterred from accessing during normal operational hours for the site (generally excluding 10pm-5am). Businesses may clarify their operational hours and will be held responsible should actual access does not align with this provision and may be asked to provide documentation supporting their operational hours. Operational hours to be identified in application.
Fleet Depot	A parking facility intended primarily for a collection of motor vehicles owned or leased by an organization in pursuit of its business activities or services provided. Both public and private fleet depots are eligible. If the installation's purpose is for personal vehicles of employees, the site must qualify as a workplace use. Fleet depot installations do not need to be available to the public.

Workplace	<p>A workplace is a non-residential site location, where business is conducted or where services or industrial operations are performed. Residential properties are not eligible as a workplace regardless of their use as a place of business. Chargers may be public or private and must be shared use (meaning that the chargers are not assigned to a single employee, or subset or employees at the site, and are available as a community resource for the site).</p> <p>Workplace installations do not need to be available to the public.</p>
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Eligible Project Status

To be eligible for this Program, planning must begin after September 6, 2023. No construction is to begin before the contract execution date. The purpose of this requirement is to ensure that funds are distributed to projects that would not otherwise be installed without the Program.

Eligible Costs

Eligible costs are those incurred on/after the Commerce contract start date and do not exceed maximum allowable award per charging port and per charger.

- **Design/Planning/Engineering**
 - Capacity analyses for the charging station site.
 - Design and engineering for the charging station.
 - Project management.
 - Electrical permitting.
 - Construction permitting.
- **Installation**
 - Charging station installation labor, including, but not limited to:
 - Grading.
 - Trenching.
 - Wiring.
 - Filling.
 - Paving.
 - Sealing.
 - Mounting.
 - Commissioning.
 - Any of the above activities related to the completion of eligible stub outs.
 - Charging station installation materials, including, but not limited to:
 - Concrete.
 - Asphalt.
 - Rebar.
 - Formwork.
 - Conduit.
 - Drainage equipment.
 - Installation equipment.
 - Any of the above material, as needed for the completion of eligible stub outs.
 - Project-related signage, bollards, wheel stops, painting, and striping.
 - Required ADA upgrades to site due to project.

- Does not include upgrades of existing ADA non-compliance.
- **Electrical Equipment**
 - Eligible equipment (EVSE) that meets equipment requirements.
 - Utility-side and customer-side make-ready, including, but not limited to:
 - Transformers.
 - Electrical panels/switchgear.
 - Cable/Wires.
 - Additional make-ready equipment needed for eligible stub-outs.
- **Emergency shut-off or “e-stop” equipment required at each site, not necessarily on each charging station.**
- **Energy storage equipment.**
- **All-inclusive solar EV charging systems.**
- **Load/demand management equipment.**
- **Ongoing Services (networking, load management, maintenance, etc.)**
 - Network service agreements with network provider.
 - Service level agreements, including the following services for the installed equipment:
 - Remote monitoring.
 - Preventative maintenance.
 - Repair.
 - Extended equipment warranties.
 - Load/demand management software and services.
- **Safety and Security**
 - Lighting.
 - Cameras, and any signage related to cameras.
 - Integrated solutions for the prevention of vandalism.

Ineligible Costs

- Costs not specified in the Eligible Costs List above unless otherwise approved by the Department of Commerce.
- Costs covered by other incentives/grants.
- Costs incurred prior to the contract award date with the Department of Commerce.
- Costs for EV charging ports that are required by state building code (applies to new developments only).

WAEVCP & Other Incentive Programs

Combining funds received through the WAEVCP with other incentives is allowed, though the aggregate amount of incentive funding received for each charging station cannot exceed the costs incurred for the corresponding charging station. Grantees will be asked to document participation in other programs as part of the application process.

Matching Funds

The application document asks whether the applicant will be contributing any matching funds to the installation project. Matching funds are not required. However, the seventy-five percent (75%) eligible cost cap outlined in the Incentive Structure section below means that for non-tribal, non-multifamily

sites, the program award can only cover up to seventy-five percent (75%) of project costs. This means that the applicant, if a grantee, would need to find a way to cover the remaining twenty-five percent (25%) of costs, which could be in the form of other grants or incentives.

Scoring

Scoring is done on a per-site basis. An application can contain multiple sites of any eligible site type. There is no minimum score. Scoring includes data from the Mapping Tool and other key information about the proposed installation. Applicants must use the relevant Mapping Tool while completing their application and have the details ready if requested.

The application document contains drop-down menus and other automation to reduce data entry by applicants. Technical assistance is available to any applicant between September 6 and December 1, 2023. All scoring will be verified by the Department of Commerce during application review.

Mapping Tool Links:

- **Residential Tool for Multifamily Housing Sites:** <https://bit.ly/EV-Residential-Grant-App>
- **Public Tool for All Other Sites:** <https://bit.ly/EV-Public-Grant-App>

Residential – Multifamily Housing

Factor	Metric	Points	Percent
Housing affordability	WTN Unaffordability of Housing Score Multiply score by 3 <i>Data: WTN Unaffordable Housing (>30% of Income)</i>	30	30%
Low-income	WTN Median Household Income Multiple scores by 2 <i>Data: WTN Median Household Income</i>	20	20%
Overburdened community	9-10, tribal lands and properties – 30 7-8 – 25 1-6 – Multiply by 3 <i>Data: WTN EHD</i>	30	30%
Labor	Commitment to electrician apprenticeship utilization rates: 25% - 10 20% - 5 15% - 0 (Required)	10	10%
	Commitment to use Project Labor Agreement with construction workers (Y or N)	5	5%

	Commitment to use OMWBE contractor (Y or N) Find a contractor on the directory: https://omwbe.wa.gov/directory-certified-businesses	5	5%
Total		100	100%

Publicly Available Charging

Factor	Metric	Points	Percent
Underserved communities	<p>Average of number of EVSE charging ports per capita in: (1) county; and (2) census tract.</p> <p><u>County</u> No charging ports or more than 5,000 people per charging port – 15 points 3,001-5,000 people per charging port – 12 points 2,001-3,000 people per charging port – 9 points 1,001-2,000 people per charging port – 6 points 1-1,000 people per charging port – 3 points</p> <p>Added to: <u>Census tract</u> No charging ports – 15 points More than 1,000 people per charging port – 10 points 1-1,000 – 5 points</p> <p><i>Data: Alternative Fuel Data Center</i></p>	30	30%
Geographic gaps	<p>Miles from nearest existing or planned EVSE site 20+ miles – 10 points 10+ miles – 6 points 5+ miles – 4 points Below 5 miles – 2 points</p> <p><i>Data: Alternative Fuel Data Center</i></p>	10	10%
Future charging events potential	<p>Daily Trip Count (Applicant will give Parcel number using the mapping tool) 100+ – 10 points 65-100– 8 points 15-65– 6 points 4-15– 4 points 1-3– 2 points 0– 0 points</p>	10	10%

	<i>Data: Replica trip volume data, uses total modeled daily trips to points of interest within proposed site's parcel or closest parcel within 0.25 of a mile.</i>			
Power level-to-park time fit	<p><u>Avg. dwell time (L2)</u> Assumptions: Use 80% of 300-mile range, 25 miles per hour</p> <p>4-10 hours – 10 points 2-4 hours – 8 points 1-2 or 10-12 hours – 5 points 30 min to 1 hour, 12-16 hours – 2 points Less than 30 min, 16+ hours – 0 points</p>	<p><u>Avg. dwell time (DCFC)</u> Assumptions: 30 minutes to charge 80%</p> <p>Less than 45 minutes – 10 points 45-60 minutes – 6 points 60-90 minutes – 3 points More than 90 minutes – 0 points</p>	10*	10%
Power level-to-park time fit continued	<p><u>Avg. dwell time (Combination)</u> Calculated by charging port and then averaged for site score, rounding to nearest whole number (i.e., if a site will have 4 L2 and 2 DCFC, and the avg dwell time is 60 minutes, the score will be $(4 \times 5) + (2 \times 6) = 32/6 = 5$)</p> <p><i>Data: Replica dwell time data, uses median dwell time of all modeled daily trips to points of interest within proposed site's parcel or closest parcel within 0.25 of a mile.</i></p>		Same as row above	Same as row above
Overburdened community	<p>9-10, federally-recognized tribal lands and properties – 20 points 7-8 – 16 points 1-6 – Multiply score by 2</p> <p><i>Data: WTN EHD</i></p>		20	20%
Labor	<p>Commitment to electrician apprenticeship utilization rates: 25% - 10 points 20% - 5 points 15% - 0 points (Minimum Requirement)</p>		10	10%
	<p>Commitment to use Project Labor Agreement with construction workers (Y or N)</p>		5	5%
	<p>Commitment to use OMWBE contractor (Y or N) Find a contractor on the directory: https://omwbe.wa.gov/directory-certified-businesses</p>		5	5%
Total			100 *	100%

Fleet Depots & Workplaces

Factor	Metric	Points	Percent
Site type	Public schools – 30 points	30	30%

	Public transit or port authority – 25 points Other public (federal, state, local, or tribal government) – 20 points Non-public (all other) – 10 points		
Fleet depot	Fleet depot (Y or N)	10	10%
Overburdened community	9-10, tribal lands and properties – 40 points 7-8 – 35 points 1-6 – Multiply score by 4 Data: <i>WTN EHD</i>	40	40%
Labor	Commitment to electrician apprenticeship utilization rates: 25% - 10 points 20% - 5 points 15% - 0 points (Minimum Requirement)	10	10%
	Commitment to use Project Labor Agreement with construction workers (Y or N)	5	5%
	Commitment to use OMWBE contractor (Y or N) Find a contractor on the directory: https://omwbe.wa.gov/directory-certified-businesses	5	5%
Total		100	100%

***Clarification to scoring table for publicly available sites**

- The previous version of the Implementation Manual dated November 17, 2023, implied 20 points were available in the **power level-to-park time fit** factor for sites with both DCFC and Level 2 charging ports. This was inconsistent with the percent field which correctly noted 10% out of 100% available.
- Combination sites had the same 10 points (not 20 points) available in this factor as sites with only DCFC charging ports or only Level 2 charging ports, with scores calculated using the weighted average described in the corresponding metric cell above.
- The applications have been scored as intended by program rules, with corrections reflected in award notices distributed to applicants on February 26, 2024.

Incentive Structure

The eligible funding amount is a maximum award per site. The maximum award is limited by eligible project costs as defined in the Implementation Manual.

The maximum award per site will fund up to seventy-five percent (75%) of the eligible project costs (as identified on the application) if the site type is public, fleet, or workplace. The applicant/partners, if they become grantees, should plan to cover the remaining percentage. Other programs can be used to fund this remainder.

The maximum award per site will fund up to one hundred percent (100%) of eligible project costs if the site type is multifamily residential or tribal.

The maximum award is a per charging port calculation plus adders if eligible. The equity adder is for sites that score a 9, 10, Tribal for Overburdened Communities. The future proofing adder (stub-out adder) is

\$1,000 per parking spot/stub-out and is limited to a maximum of \$3,000 per site. The equity and future-proofing adders are included in the maximum award calculation.

- If eligible project costs exceed the maximum award, grantees and partners should plan to cover the remainder. Other programs can be used to fund this remainder.
- If costs end up being lower than maximum award, then the maximum will not be disbursed in the full amount.

Award Caps

Equipment Type	Base Award Cap per Charging Port	Equity Adder per Charging Port*	Adder - Future Proofing
Level 2	\$7,500	\$2,500	\$1,000 per parking spot stub-out, up to \$3,000 per site
DCFC	\$85,000	\$25,000	\$1,000 per parking spot stub-out, up to \$3,000 per site

* Sites that score a 9 or 10 on the EHD layer of the Mapping Tool, or are tribal locations, are eligible for the Equity Adder.

Installation Details – Minimum & Maximum Charging Ports

*All sites must have at least 33% of L2 connectors be J1772 and 33% of DCFC connectors be CCS.

Equipment Type	Minimum Charging Ports	Maximum Charging Ports	Connector Types*
Level 2	2	20	J1772 or NACS
DCFC	2	6	CCS or NACS
Combo Site (Level 2 and DCFC)	2	12 (max 6 DCFC)	See Above

Installation Details – Maximum Awards Per Site Examples

Level 2 Only (20 Level 2 charging ports):

$$= 20 * (\$7,500 + \$2,500) + \$3,000 = \$203,000$$

DCFC Only (6 DCFC charging ports):

$$= 6 * (\$85,000 + \$25,000) + \$3,000 = \$663,000$$

Combo Site (6 Level 2 charging ports and 6 DCFC charging ports):

$$= 6 * (\$7,500 + \$2,500) + 6 * (\$85,000 + \$25,000) + \$3,000 = \$723,000$$

Percentage of Eligible Costs Covered

Eligible Site Type	Percentage of Eligible Costs Covered*
Multifamily Housing	100%
Tribal	100%
All others (Public, Fleet Depot, and Workplace)	75%

*Not to exceed maximum allowable award per charging port and per charger.

Equipment Requirements

A Level 2 charger must comply with the following requirements to be eligible:

- Uses the SAE J1772 connector standard or the NACS connector specification.
 - *Connector requirements may change to reflect any updates to federal guidelines regarding NACS connectors. Grantees will be notified if a change is proposed.
- Can be networked via Wi-Fi, Cellular (4G and above), and/or Ethernet. Public chargers should be on public networks. All other site types may use either public or private networks.
- Capable of at least a 7.2-kW power output.
- Has a mobile payment device (NFC/RFID) physically located on each charger dispenser or on a kiosk serving the charger dispensers. This requirement only applies to publicly available chargers, not residential or fleet/workplace, unless those projects are publicly available in addition to their residential/work purpose. EMV chip readers are not required.
- Supports remote start capabilities for, at minimum, payment via a toll-free number.
- Does not require a membership for payment.
- Uses OCPP 1.6 or 2.0.1
 - Commerce will verify through attestation that the equipment is OCPP 1.6 or 2.0.1 capable. However, project partners responsible for complying with WAC 16.662.220 should be aware that they must provide documentation of OCPP certification if requested and if such certification is available. WAC 16.220.220 applies to publicly available chargers, excluding those set to free-vend.
- ENERGY STAR® certified

- EVSE supplying AC power (Level 2) must have ENERGY STAR® certification to the EVSE v1.2 specification.
WAC 194-24-200 currently requires ENERGY STAR® 1.0. However, Commerce has [proposed a rule amendment](#) to instead require ENERGY STAR® EVSE v1.2. This Program requirement will ensure grantees are compliant with the rule once amended.
- Commerce will inform grantees if the rule is amended.
- Commerce will verify Energy Star certification for Level 2 EVSE through the ENERGY STAR® product database.
- Certified by a NRTL to UL 2594.

A DCFC must comply with the following requirements to be eligible:

- Uses the CCS1 connector standard or the NACS connector specification.
 - CHAdeMO connectors are eligible costs but not included for the award cap calculation.
 - *Connector requirements may change to reflect any updates to federal guidelines regarding NACS connectors. Grantees will be notified if a change is proposed.
- Can be networked via Wi-Fi, Cellular (4G and above), and/or Ethernet. Public chargers should be on public networks. All other site types may use either public or private networks.
- Capable of at least a 100-kW power output per charger (not per individual charging port).
- Has a mobile payment device (NFC/RFID) physically located on each charger dispenser or on a kiosk serving the charger dispensers. EMV chip readers are not required .
- Supports remote start capabilities for, at minimum, payment via a toll-free number.
- Does not require a membership for payment.
- Uses OCPP 1.6 or 2.0.1.
 - Commerce will verify through attestation that the equipment is OCPP 1.6 or 2.0.1 capable. However, project partners responsible for complying with WAC 16.662.220 should be aware that they must provide documentation of OCPP certification if requested and if such certification is available. WAC 16.220.220 applies to publicly available chargers, excluding those set to free-vend.
- ENERGY STAR® certification
 - EVSE supplying DC power (DCFCs) are **not** required to have ENERGY STAR® certification.
- Certified by a NRTL to UL 2202 or UL 9741.

Installation Requirements

All Sites:

- Eligible equipment must be installed on one of the following:
 - New EV charging infrastructure at an eligible site (multi-family housing, public charging site, workplace, or fleet depot).
 - Existing EV charging infrastructure at an eligible site, on which a charger has not previously been installed (e.g., a stub-out or make-ready).
 - WAEVCP funding is not to be used for chargers and other elements required as part of state building code requirements for new developments. Funding will be granted for installations beyond the minimum required.

- Each site must have an emergency shut-off or e-stop equipment to assist with emergency response. This requirement does not apply to each individual EV charger but to the power serving each site.
- To qualify for the future proofing adder, Level 2 installations must either meet the definition of a stub-out or may choose to install a Level 2 receptacle. DCFC stub-out installations must meet the definition above. Stub-out installations are defined as follows:
 - A complete “stub-out” installation includes all the panel upgrades, trenching, conduit, and wiring (collectively referred to as the customer-side make-ready), needed for a new EVSE to be installed later without any additional construction work. A “stub-out” typically ends with at least two inches (2”) of a spare run of conduit with accessible pull rope and is capped off to protect it from the elements.
- Connector Types
 - At least 33% of incented connectors on site must be J1772 and/or CCS.
 - For sites with both Level 2 and DCFC equipment: at least 33% of L2 connectors should be J1772 connectors and at least 33% of DCFC connectors should be CCS1 connectors.
 - A charger-connector configuration capable of outputting 1-20kW should be considered as L2 (which is the output band for J1772) and a charger-connector configuration capable of outputting at least 100kW should be considered as DCFC (100kW matches the minimum power output requirement for DCFC).
 - Connector requirements may change to reflect any updates to federal guidelines regarding NACS connectors. Grantees will be notified if a change is proposed.
 - Internet connection via Cellular, Wi-Fi, or Ethernet is required. Public chargers should be on public networks. All other site types may use either public or private networks.
 - Exclusion available for internet dead zones via grantee self-attestation. Self-attestation documents will be made available to grantees.
 - Must comply with all applicable State requirements for EVSE and charging stations.
 - Includes laws and policies regarding consultations with federally recognized tribal lands, tribes, and members as required.
 - Labor license/certification requirements:
 - Contractor license and electrician certification.
 - Apprentices allowed with valid identification and in accordance with state laws. At least 15% of electrical crew should be apprentices – this is the minimum required. Additional points will be awarded during scoring for those sites supporting up to 25% apprentices on crew.
 - Each site must have at least 15% apprenticeship utilization. If an application contains multiple sites that are funded, the requirement must be met/exceeded at each site within an application.
 - All labor performed must adhere to prevailing wage requirements and provide satisfactory documentation.
- Additional restrictions
 - WAEVCP funding is not to be used for charging sites required as part of building code requirements for new development.

- Installation on undeveloped sites (new development) is allowed if installation provides at least two (2) additional charging ports above what is required. Installations with one (1) additional charging port are not eligible.
- If EV-ready spots are required but chargers aren't, then only the cost of installing the chargers – no pre-wiring, etc. – is eligible for funding.
- Grantees will be asked to provide information on their site to the Department of Commerce and applicable building codes.

Multi-Family Housing and Workplace Sites:

- All equipment requirements as outlined in the “All Sites” section above, and:
- Community Education Requirement
 - To support electric vehicle adoption and charger use, grantees with installations at Multi-Family Housing and Workplaces are required to share information including operation instructions, basic information about types of EV chargers with a focus on Level 2 chargers and share access information to the new chargers on site.
- If the charging equipment is publicly available, in addition to residential or workplace purpose:
 - A mobile payment device (NFC/RFID) must be physically located on each charger dispenser or on a kiosk serving the charger dispensers.
 - A toll-free number for providing payment (if relevant for the site) and initiating a charging session must be displayed on each charger dispenser or on a kiosk serving the charger dispensers.

Public Charging Sites:

- All equipment requirements as outlined in the “All Sites” section above, and:
- The intent of public charging sites is to provide charging for the public, especially EV users without access to residential or workplace charging.
- To be considered publicly available, an EV charging station must not be located behind a fence or in a gated parking lot, such that the general public is unable to access or is deterred from accessing during normal operational hours for the site (generally excluding 10pm-5am). Businesses may clarify their operational hours and will be held responsible should actual access does not align with this provision and may be asked to provide documentation supporting their operational hours. Operational hours to be identified in application.
- A mobile payment device (NFC/RFID) must be physically located on each charger dispenser or on a kiosk serving the charger dispensers.
- A toll-free number for providing payment (if relevant for the site) and initiating a charging session must be displayed on each charger dispenser or on a kiosk serving the charger dispensers.
- Public chargers should be on public networks, meaning that the charging equipment is publicly viewable on the network's listings and is available for the public's use. All other site types may use either public or private networks.

Operational Requirements

All Sites:

- Charging units must remain operational for the following terms:
 - Minimum of six (6) years for DCFC equipment
 - Minimum of four (4) years for L2 equipment

- Acts of God such as floods, etc. impacting charger operation are the grantee’s responsibility if not covered under warranty.
- Charging session data sharing requirements are the same as the operational requirements:
 - Minimum of six (6) years for DCFC equipment.
 - Minimum of four (4) years for L2 equipment.
- If a charging session, either the full session or a partial session, is offered at no cost, it must be disclosed at the location where the charging session is initiated and prior to a user or a vehicle initiating a charging session.
- A subscription, membership, or account cannot be required to initiate a charging session.

Multifamily Sites and Public Sites not set to free-vend.

Each charger point of sale must, at a minimum, provide the following information, if applicable:

- A fee for use of the parking space.
- A non-member fee for use of the charger.
- The price per kWh or MJ in USD.
- Potential changes in the price per kWh or MJ in US Dollars, due to variable pricing.
- Any other fees charged for a charging session.
- Each charger point of sale must provide means for conducting a charging session in at least one language other than English, considering the demographics of the area and the language(s) most commonly spoken in that location.

Network Requirements

- Must, at minimum, use Open Charge Point Interface (“OCPI”) version 2.1.1 or 2.2 standards.
- Uses OCPP1.6 or 2.0.1 – certification is not required.
- Sites except multifamily sites and public sites set to free-vend must be capable of facilitating payment via a toll-free number.
- Must be capable of remotely initiating a charging session.

Definitions

- **Adder:** Additional award amount for installations/sites that meet specified priority criteria.
- **Application/Application Document:** The form used to provide information regarding the applicant and proposed sites for the purpose of determining eligibility, communication, and cover key questions such as lead applicant organization.
- **Charging Connector:** The plug delivering power between the charger and the on-board vehicle charging equipment.
- **Charging Port:** An access point for electric vehicle charging. Typically identified as the number of charging connectors that an EVSE can simultaneously provide power to.
- **Community-Based Non-Profits:** IRC § 501(c)(3) organizations or labor unions representing geographic, racial, ethnic, cultural, or worker communities within Washington state.
- **Eligible Applicant:** The designated organization/representative that is eligible for the program and will be submitting the application and managing the application details and communication with Commerce and other stakeholders. Applicants that receive funding are responsible for contracting with the Department of Commerce and sub-awarding to any project partners.

- **Eligible Site:** A site that qualifies for the program based on program design. Eligible sites include multi-family housing (five [5] or more units), public charging sites, workplaces, and fleet depots.
- **Electric Vehicle Supply Equipment (“EVSE”):** The unit controlling the power supply to one or more vehicles during a charging session. Colloquially referred to as a charger.
- **Electric Vehicle (“EV”) Charging Station:** A continuous installation of EVSE that is served by a common point of service.
- **Environmental Health Disparities Map:** An interactive mapping tool showing environmental and health risks by census tract to identify disparities and improve equity. Integrated into Mapping Tool to assist with site scoring. Refer to scoring for more information.
- **Fleet Depot:** A parking facility intended primarily for a collection of motor vehicles owned or leased by an organization in pursuit of its business activities or services provided. Both public and private fleet depots are eligible. If the purpose of the installation is for personal vehicles of employees, the site must qualify as a workplace use.
- **Future charging events potential:** A scoring component calculated through the Mapping Tool. Future charging events potential is defined as daily trip count. Refer to scoring for more information.
- **Geographic gaps:** A scoring component calculated through the Mapping Tool. Geographic gaps are defined as miles from nearest existing EVSE sites (AFDC, includes current and planned). Refer to scoring for more information.
- **Housing affordability:** A scoring component calculated through the Mapping Tool. Defined as Washington Tracking Network (“WTN”) Unaffordability of Housing Score which measures income spent on housing needs.
- **Installation:** EV charging station deployed because of this Program. One (1) installation corresponds to one (1) site.
- **Lead Applicant/Lead Entity:** An organization that is the point of contact managing an application on behalf of multiple participating partners. See Eligible Applicant.
- **Low-income community:** A scoring component calculated through the Mapping Tool. Sites will be prioritized in low-income communities along with other socio-economic and environmental characteristics through the Mapping Tool. For income levels, this program utilizes the WTN Median Household Income data in the Environmental Health Disparities Map. Refer to scoring for more information.
- **Mapping Tool:** A map combining data on various socio-economic, environmental, and other topics used to score each site and manual scoring criteria linked to site and project characteristics.
- **Multi-Family Housing:** A residential property with at least five (5) or more housing units. Hotels and motels are not considered multi-family housing for this program.
- **OMWBE:** A business owned and controlled by minority, women, and socially and economically disadvantaged persons as per the Washington Office of Minority and Women’s Business Enterprises. A directory of contractors is available at this website: <https://omwbe.wa.gov/directory-certified-businesses>.
- **Overburdened Community:** A Census tract with a score of 9 or 10, or a tribal location according to the Environmental Health Disparities Map V2 and/or a federally recognized tribe is an overburdened community for the purposes of this program. Reference Mapping Tools for more information and to view the score for a particular site.

- **Partner:** Collaboration between applicant and one or more organizations that will be supporting the installation. Partners can be any of the eligible applicant types or a designated representative of the site.
- **Power level-to-park time fit:** A scoring component calculated through the Mapping Tool. This estimates charger utilization by estimating dwell time and has distinct calculations per type of charger (Level 2 or DC Fast Charger).
- **Project Labor Agreement (“PLA”):** PLAs are pre-hire collective bargaining agreements negotiated between one or more construction unions and one or more construction employers (contractors/project owners) that establish the terms and conditions of employment for a specific construction project.
- **Proposed Sites:** A site where an installation is being proposed and is submitted for consideration of award funding.
- **Public Access:** To be considered publicly available, an EV charging station must not be located behind a fence or in a gated parking lot, such that the general public is unable to access or is deterred from accessing during normal operational hours for the site (generally excluding 10pm-5am). Businesses may clarify their operational hours and will be held responsible should actual access does not align with this provision and may be asked to provide documentation supporting their operational hours. Operational hours to be identified in application.
- **Public Agencies:** Cities, towns, counties, public school districts or special schools, transportation planning organizations, transportation authorities or agencies, municipal corporations, port districts or authorities, political subdivision of any type, or any other entities or authorities of local government in corporate form or otherwise.
- **Public Schools:** K-12 public schools and school district buildings and bus depot facilities, and higher education facilities, including dormitories. . Bus depot facilities include those owned and operated by contracted services in contract with a public school or school district.
- **Retail Electric Utilities:** Any electrical company, public utility district, irrigation district, port district, electric cooperative, or municipal electric utility that is engaged in the business of distributing electricity to retail electric customers in the state, per RCW 80.60.010.
- **Rural:** Population density and land area criteria used for rural area assistance and other programs as per the Office of Financial Management (wa.gov).
- **Scoring:** The process of assigning numerical values for each scoring criteria to determine application priority. The scoring for this program is a combination of scores derived from the Mapping Tool and other site or project characteristics.
- **Site:** Developed real property substantially under the common control of a single entity serving residents/employees/customers/guests for a common purpose.
- **Site Readiness:** How ready the design for an installation is for construction, including any required design and permitting approvals and preparation for construction.
- **Stub-out (make-ready):** A complete “stub-out” installation includes all the panel upgrades, trenching, conduit, and wiring (collectively referred to as the customer-side make-ready), needed for a new EVSE to be installed later without any additional construction work. A “stub-out” typically ends with at least two inches (2”) of a spare run of conduit with accessible pull rope and is capped off to protect it from the elements.
- **Tribal Entities**

- Sites: Sites on the lands of federally recognized tribes, or an enterprise located off tribal land and owned by a federally recognized tribe.
- Applicants: Federally recognized tribes.
- **Underserved Community:** The people to charging ports ratio for the site's Census tract and county as calculated by the Mapping Tool. Underserved in this context means underserved by existing EV infrastructure. Refer to the scoring for more information.
- **Workplaces:** A workplace is a non-residential site location, where business is conducted or where services or industrial operations are performed. Residential properties are not eligible as a workplace regardless of their use as a place of business. Chargers may be public or private and must be shared use (meaning that the chargers are not assigned to a single employee, or subset or employees at the site, and are available as a community resource for the site).