



Plug In Alexandria – Application Checklist and Application Guide

An Application Guide is provided below for your convenience to help you collect the information needed to complete the online application, as well as documentation needed prior to a site visit for the selected community organizations.

A completed Application Guide will NOT be accepted as an application. To be considered for the program, an online application **MUST** be submitted. The online application can be accessed on the [City's website](#).

If you require a reasonable accommodation to complete the application, please contact Amy Posner (amy.posner@alexandriava.gov, 703-746-3916).

Application Checklist

- ☐ Complete application, submitted by a party authorized by the community organization (e.g., President of the Board of Directors of the Condominium Association or Homeowner's Association, Property Management Company representative).
- ☐ Evidence of the submitter's authority to bind the community organization. Examples of acceptable evidence include a copy of the community organization's governing documents, providing a link to a website or database, or the minutes of a recent board or community meeting.
- ☐ Community information
 - Number and type of housing units (e.g., townhouse, apartment, high rise)
 - Number of parking spaces, by type (e.g., deeded, private, shared, visitor)
 - Number of parking spaces, by parking structure (e.g., surface lot, garage, private garage, driveway, on-street)
 - Number of units with private individual garages or driveways
- ☐ Summary of resident survey results related to EV charging. If your community organization hasn't conducted a survey about EV charging, a [template is provided on the City's website](#) that you can customize.
- ☐ Any relevant meeting minutes or other documentation demonstrating the considerations made by the community organization regarding installing electric vehicle supply equipment (EVSE) and any statements of support, if available.

Required Documents before Site Visit

The following documentation will be needed prior to the site visit, if your community organization is selected to participate in the Plug In Alexandria program. These are not required to be submitted as a part of the application, but you are encouraged to do so, if this information is readily available.

- ☐ The last 12 months of utility bills for community common areas or for the electrical panels that might be used for EV chargers.
- ☐ A description of the location(s) and photo(s) of any transformer(s) including any numbers on the transformer.
- ☐ Photo(s) of any electrical panels and the interior panel schedules that may be used for EV chargers.
- ☐ Photo(s) showing the location of parking spaces being considered for EV chargers - Note the recommended location of EV chargers in the technical assessment may differ.
- ☐ Any available site plans or drawings, including site electrical drawings, site plans and one-lines.

Application Guide

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A completed Application Guide will NOT be accepted as an application. To be considered for the program, an online application must be submitted. The online application can be accessed on the [City's website](#).

The City will accept applications on a rolling basis, and will evaluate applications every 8 weeks, as available funding allows. Applicants will be notified whether or not their applications were successful via email. If your application is unsuccessful, you will have the opportunity for a debrief with City staff and can resubmit your application.

Please contact Amy Posner, Electric Vehicle Planner at amy.posner@alexandriava.gov or 703-746-3916 for more information or if you require a reasonable accommodation to complete the application.

* Required fields

1 Contact Information

1.1 Applying Community Organization Name*

Provide the name of Condominium Association, Homeowner's Association, or Property Management Company applying for the program.

1.2 Community Organization Type*

- ☐ Condominium Association
- ☐ Homeowner's Association
- ☐ Apartment
- ☐ Other; please specify: _____

1.3 Street Address

A physical address is required to verify the location of the community. If there is not a central address, a resident's address may be used.

Address

Zip Code

1.4 Community Organization Website

1.5 Is your Community Organization in a Low-Income Community Census Tract?

Use this [map](#) to determine if your community organization is in a low-income community (LIC), as defined per the New Market Tax Credit. These census tracts may be eligible for the 30C Internal Revenue Service (IRS) Tax Credit. Please consult your legal or tax advisor.

- ☐ Yes
- ☐ No
- ☐ Not sure

1.6 Primary Point of Contact Name: _____

The Primary Point of Contact must have the authority to submit this application on behalf of and with the approval of the community association's Board of Directors, property management company, or similar.

1.7 Primary Point of Contact Phone Number: _____

1.8 Primary Point of Contact Email Address: _____

1.9 Secondary Point of Contact Name: _____

1.10 Secondary Point of Contact Phone Number: _____

1.11 Secondary Point of Contact Email Address: _____

2 Community Information

2.1 How many total housing units are in your community organization?*

2.2 What type of housing units make up your community organization?*

Select all that apply.

- ☐ High Rise
- ☐ Garden Style
- ☐ Multiple buildings
- ☐ Other; please specify: _____

2.3 Describe the types of parking within your community organization (e.g., garage, surface lot, on-street)*

2.4 How many total parking spaces do you have at your community organization?*

If you do not have an exact number, provide the best estimate you can.

2.5 How many deeded or private parking spaces do you have at your community organization?*

If you do not have an exact number, provide the best estimate you can.

2.6 How many other parking spaces do you have at your community organization (e.g., visitors, staff)?*

If you do not have an exact number, provide the best estimate you can.

2.7 Do any individual units have private individual garages or driveways?*

- ☐ Yes
- ☐ No

2.7.1 If yes, how many?

2.8 Does your community organization already have chargers installed?*

- ☐ Yes
- ☐ No

2.8.1 If yes, please describe the type and number of chargers installed.

3 Project Readiness

3.1 How many parking spaces do you want to use for your initial EV charging project?*

3.2 Does your community organization have a plan for future expansion or growth of EV chargers?*

- ☐ Yes
- ☐ No

- 3.2.1 If yes, please describe. If needed, upload supporting documentation at the end of this application.

- 3.3 If selected to participate in the program, when would the community organization be able to begin pursuing installation of EV chargers?*

Assume that you will receive your completed technical assessment within three months of submitting this application.

- 3.4 Describe your community organization's readiness to move forward with an EV charging installation.*

Describe all planning efforts to date, including any communication with contractors, other communities and property management companies, or industry stakeholders.

If needed, upload supporting documentation at the end of this application.

- 3.5 Would you like to opt out of receiving the technical assistance, and only apply for the financial incentive?

Community organizations that demonstrate a strong understanding of the technical aspects of their proposed project and are ready to move forward, but require financial support, may be able to opt out of receiving technical assistance, but will be eligible for the financial incentive. Communities that opt out of the technical assistance will not receive a site visit, technical assessment, or other technical support.

Please upload associated engineering documents with your application if you choose to opt out of receiving technical assistance.

- ☐ Yes, I would like to opt out of receiving the technical assistance.
- ☐ No, I would like to receive the technical assistance.

4 Community Support

4.1 Did your community organization complete a resident survey about EV charging?

A resident survey must be conducted in order to be considered for this program. You will be asked to upload a summary of your survey results later in the application. A [resident survey template](#) is provided on the City's website that you can customize.

- ☐ Yes
- ☐ No

4.2 Does the community organization have support from residents and the decision-making or governing body (e.g., Board of Directors, property management company leadership) to install EV chargers?*

Please describe.

4.3 Does the community organization anticipate any major concerns raised by residents, board, or property management company about installing EV chargers?*

Please describe.

5 Policies and Approvals

5.1 Has the community organization discussed EV charging plans with the relevant insurance providers?*

Your insurance provider(s) may require changes to the coverage with the installation of EV chargers, or may have policy or usage requirements.

- ☐ Yes
- ☐ No

5.2 Is there anything in the community organization bylaws that restricts or limits the installation of electric vehicle charging stations?*

- ☐ Yes
- ☐ No

5.2.1 If yes, please describe, including any plans the community organization has to address restrictions.

5.3 Describe the process or requirements to approve the installation of EV chargers.*

5.4 Has the community organization begun developing policies on the use of charging stations once they are in place?*

Policies may include access rules, fees, and a reservation process.

- ☐ Yes
- ☐ No

5.4.1 If yes, please describe the policies.

5.4.2 If no, please describe how the community organization will develop these policies.

6 Funding

6.1 Describe how the community organization may fund the installation of EV chargers. Include any rebates, grants, or funding incentives under consideration.*

6.2 If selected, would the community organization be willing to make plans to fund the operation and maintenance of EV chargers for a minimum of 3 years?*

- ☐ Yes
- ☐ No

7 Eco-City Homes

7.1 Are you interested in learning more about Eco-City Homes?

[The Eco-City Homes program](#) provides information and resources for how to save money, use less energy, and have a comfortable and healthy home. There is also a recognition program to celebrate Alexandrians for making sustainable choices in their homes!

Participants in Plug In Alexandria will have the opportunity to co-host an Eco-City Homes pop-up event, where City staff will share information and resources from the program, and help your residents understand what steps they can take to be sustainable and earn recognition.

- ☐ Yes
- ☐ No

8 Attachments

8.1 Attach supporting information*

As a part of this application, you are required to upload:

- A summary of your resident survey
- Evidence of the submitter's authority to bind the community organization.
- If you chose to opt out of receiving technical assistance, you are required to upload engineering documents or similar to demonstrate project readiness.

Feel free to attach other supporting documents to demonstrate your community organization's level of readiness and planning done to date, including site plans or relevant meeting minutes from discussions about EV charging with your community organization's board or management company.

9 Certification of Authority to Submit

- ☐ I certify that I have the authority to submit this application on behalf of and with the approval of the community organization's Board of Directors, property management company, or equivalent.