



Charge Up Fairfax Request for Reimbursement Funds

Organizations that have been accepted into the Charge Up Fairfax program, completed an EV charging installation, and have complied with the terms and conditions agreed to when they applied to the Charge Up Fairfax program are eligible to receive a reimbursement grant to partially cover the installation costs of electric vehicle supply equipment (EVSE). Funding is available to offset up to a portion of applicable installation costs (check the website for the detailed reimbursement options). Requests for reimbursement must be made within one year of being accepted into Charge Up Fairfax.

Participants in Fairfax County that are classified as having high or very high vulnerability in the Fairfax County Vulnerability Index are eligible for higher grants on a reimbursable basis. OEEC will use GIS data to verify that the HOA is in an area shown in the Fairfax County Vulnerability Index. To request reimbursement funds, please submit this completed form with all attachments described below.

Organization Name: _____

Point of contact name and phone number: _____

Tax ID number of the participant: _____

Mailing address where the reimbursement check should be sent:

Name: _____

Organization Name: _____

Address line 1: _____

Address line 2: _____

Does your EVSE installation comply with the Charge Up Fairfax terms and conditions?

Yes

No

Total dollar amount of eligible expenses (as supported by attached receipts): _____

Attachments:

The following attachments must be submitted with your request for reimbursement:

1. The Fairfax County Land Development Services inspection report of the EVSE
2. Receipts for eligible expenses
3. A completed [W-9 tax form](#)

IMPORTANT: Verify that the name associated with the tax ID number provided above matches the name provided on the W-9. This will be the name the check is made payable to.

Submission and processing:

Submit this document and attachments to Rama Mitry (rama.mitry@fairfaxcounty.gov).

You will be notified within 10 business days of receipt if your grant request has been approved and the dollar amount for reimbursement. Once approved, a check will be mailed to the address provided above within 45 business days.

The reimbursement check will be sent by the Northern Virginia Soil & Water Conservation District (NVSWCD), Fairfax County's partner in administering Charge Up Fairfax. NVSWCD will also send a 1099 tax form at the end of the year.

Authorization

The request for reimbursement must be signed by the President of the board of directors or an authorized designee to be accepted for consideration. If not previously submitted, please provide evidence of your authority to bind the application. Examples of suitable evidence include a copy of the organization's governing documents, providing a link to a website or database, or the minutes of a recent organizational meeting.

I affirm that all responses provided in this request for reimbursement are complete and true to the best of my knowledge.

Printed name: _____

Role: _____

Signature: _____ Date: _____

Eligible expenses for reimbursement under Charge Up Fairfax Grant Program:

- Engineering design
- EV charging equipment
- Electrical work necessary to power and install the charging station(s)
- Installation costs including trenching and building penetration repair (if any)

Ineligible expenses for reimbursement under Charge Up Fairfax Grant Program:

- Equipment purchased and upgrades made to prepare the community to be EV-ready, such as solar canopies, the creation of new parking spaces, or adding a sidewalk (excludes necessary electrical work)
- Fees incurred by attorneys, consultants, or management companies
- Changes in insurance premium or any charges from insurance companies
- Operation and maintenance expenses