



Charge Up Fairfax Application

This application is to seek county assistance to support community associations, such as HOAs, COAs, clusters, and co-ops, in their pursuit of electric vehicle supply equipment (EVSE) installation. This is a competitive process and communities showing a high level of preparation and community enthusiasm are in a better position for assistance.

The information needed below may also be helpful to **any** community as it evaluates their EV charging needs.

This application may be downloaded and completed over time prior to submission.

Contact Information

Name of community association: _____

Address of community association: _____

Address line 2: _____

Note: 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 above for this purpose.

Webpage for community association: _____

President of Board of Directors

Name: _____

Phone number: _____

Email address: _____

Secondary point of contact at community association or management company

Name: _____

Phone number: _____

Email address: _____

Community Information

1. How many total housing units are in your community association?

2. What type of housing units make up your community (e.g. townhouses, apartments, high rise, etc.)?

3. Describe the parking types within your community (e.g. parking garage, surface lot).

4. Are the parking spaces owned by the residents or the community association?

5. Do any individual units in your community association have privately-owned garages or private driveways? _____

If so, how many? _____

6. Does the community association own common area parking that can be used for EV charging and that is accessible for all residents and their guests?

NO

YES

If yes, how many parking spaces meet this description? _____

7. If selected as a Charge Up Fairfax program participant, are you willing to meet with Fairfax County staff to help refine program materials, provide written responses, and, if requested, share your experience with the Board of Supervisors and the community? Please describe your willingness to partner with the county.

Readiness and Activity to Date

1. How many Level 2 charging stations does your community association want to pursue as part of the Charge Up Fairfax program?

_____ Dual port charging station(s) (each dual port charging station will supply power for 2 parking spaces)

_____ Single port charging station(s) (power supplied to only 1 parking space)

2. Does the community association’s board of directors have a long-term plan for additional electric vehicle charging? (If a written document, please attach.)

3. Has the community association’s board of directors reached out to any contractors to inquire about EV supply equipment installation?

NO

YES (If yes, please describe readiness to move forward with installation.)

4. If selected as a Charge Up Fairfax community, when would the community association be able to begin pursuing installation of EV supply equipment?

5. What barriers, if any, have prevented the community association from installing EV supply equipment?

Community Support

The questions in this section are about EV charging stations in common areas (as opposed to privately-owned parking spaces, driveways, or garages), which would be accessible to residents and their guests.

1. Has the community association surveyed residents about their interest in installing EV supply equipment?

YES (If yes, attach a summary of the results of the survey)

NO

2. Approximately how many residents already own or lease an EV? _____

3. How many residents have expressed interest in installing EV charging equipment in your community association?

4. Describe the outreach that has been conducted to residents regarding the installation of EV supply equipment (e.g. has this been discussed at association meetings?).

5. Does the community association have support from residents to install EV supply equipment?
Please describe.

6. Does the community association anticipate any major concerns raised by residents about the installation of EV supply equipment?

- NO
- YES (*If yes, please describe below.*)

Board of Directors Support

- 1. How many members currently sit on the Board of Directors? _____
- 2. How many members of the Board of Directors support the application to participate in Charge Up Fairfax? _____
- 3. Describe the Board of Directors' consideration of installing EV supply equipment or related to participation in Charge Up Fairfax. (Please attach any relevant meeting minutes or other supporting materials demonstrating the consideration made by the Board of Directors and any statements of support.)

Review Relevant Policies and Budgets:

1. Has the community association discussed EV charging plans with the community’s insurance company to understand how EVSE may impact the policy and whether any changes to the policy or coverage may need to be made?

YES

NO

2. Is there anything in the community association bylaws that restricts or limits the installation of electric vehicle charging stations? If yes, please describe, including any plans the community association has to address restrictions.

3. Do any community association policies need to be changed or satisfied before proceeding with installation? If yes, please describe the changes needed and the community association’s plan to address the policy needs.

4. Has the community association adopted policies on the use of charging stations once they are in place? If so, describe. If not, discuss how the community association will develop those policies.

5. Has the community association considered the adoption of policies or enforcement mechanisms for those who violate parking or use agreements for charging spaces?

6. Are there other concerns or issues that the application hasn't asked about?

Funding

1. Describe any considerations made by the board of directors to fund EV supply equipment, including whether from operating funds, a reserve allocation, or other means.

2. Does the community association currently have funds available to install EV supply equipment?

YES

NO

If no, could the community association access financing to support the installation? When would funds be available for installation?

3. If selected, would the community association be willing to make plans to fund the operation and maintenance of EV supply equipment for a minimum of 3 years?

YES

NO

Power Source¹

The information requested below will be used to assess the existing power supply and to determine the amount of power that is available for the charging stations.

1. Which utility company serves your community association (Dominion or NOVEC)?

2. The power for EV charging stations for Charge Up Fairfax must be from a source that is billed to the community association. This may be an existing account (e.g. a source that provides power to a community amenity) or a nearby transformer, in which case a new community account would need to be created.

Would the preferred power source draw from an existing power panel, service for which is billed to the community association, or from a transformer?

If utilizing a source of power with an existing community association-billed account, we require the last 12 months of bills for the specific meter or account that the EVSE will tap into. Please attach those bills to your application. Please describe the location of the source of power with an existing community association-billed account:

¹ Please provide information to the best of your ability. A property manager may be able to help answer questions in this section.

If utilizing a transformer, attach photo(s) of the transformer, including any numbers or writing.

Please describe the specific location of the transformer:

If you are uncertain of whether the power source would be a power panel or a nearby transformer, please include all available information and attachments requested above.

3. Will you provide authorization, upon request, to allow the county or its contracted firm to obtain usage data from the utility company that serves your community association?

YES

NO

4. If available, please attach the following information: site electrical drawings, site plans and one-lines, for the area(s) targeted for EVSE.

Preferred Charging Location

Identify the board's selected location for EV supply equipment.

Considerations: Are any of the selected parking spaces ADA accessible? Are spaces well lit? Would charging equipment impede a walking surface or roadway? Would charging equipment shorten the length of the parking spaces?

For the Charge Up Fairfax program:

- The electricity source must be from a community association-paid electric account. The most suitable areas for EVSE are those not far from a source of electricity (such as an electric utility transformer or a community association facility) and make use of unreserved parking spaces.
- Charging stations must be located in unreserved parking spaces that are available to all residents and their guests. The community association will set the prices for residents and their guests.

Please attach a map showing the community association’s preferred location for the installation of EVSE and the power panel or the transformer (see sample map on page 12). The power source identified must be billed to the community association account or if utilizing a transformer, a new community association account will need to be created.

1. Provide a brief description of the selected location including nearest cross streets and surrounding features:

2. For the Charge Up Fairfax Program, the community association may identify one backup location (“second choice”) that will be evaluated by the engineer only if the preferred location is determined to be unviable or excessively challenging.

(Optional) Identify the board’s backup location for EV charging infrastructure. Please attach a separate map showing the backup location for the installation of EVSE and the power panel or the transformer.

Provide a brief description of the backup location including nearest cross streets and surrounding features:

3. Are site conditions shown on the map(s) accurate and up to date? If no, please describe any changes to the site conditions:

4. Are the parking spaces identified existing, marked parking spaces?

YES (skip to question 5)

NO

4.b. If the parking spaces are not marked or if you are creating new parking spaces, would there be at least a 20-foot roadway clearance after the parking spaces are added and marked? Note: A 20-foot roadway clearance is required for fire truck access.

NO

YES

4.c. If the parking spaces are not marked or if you are creating new parking spaces, would the parking spaces, once added and marked, comply with the dimensions described in [section 7-0602 of the Fairfax County Public Facilities Manual](#)?

NO

YES

5. Are there any easements on the land you have identified for charging spaces or in the surrounding area?

NO

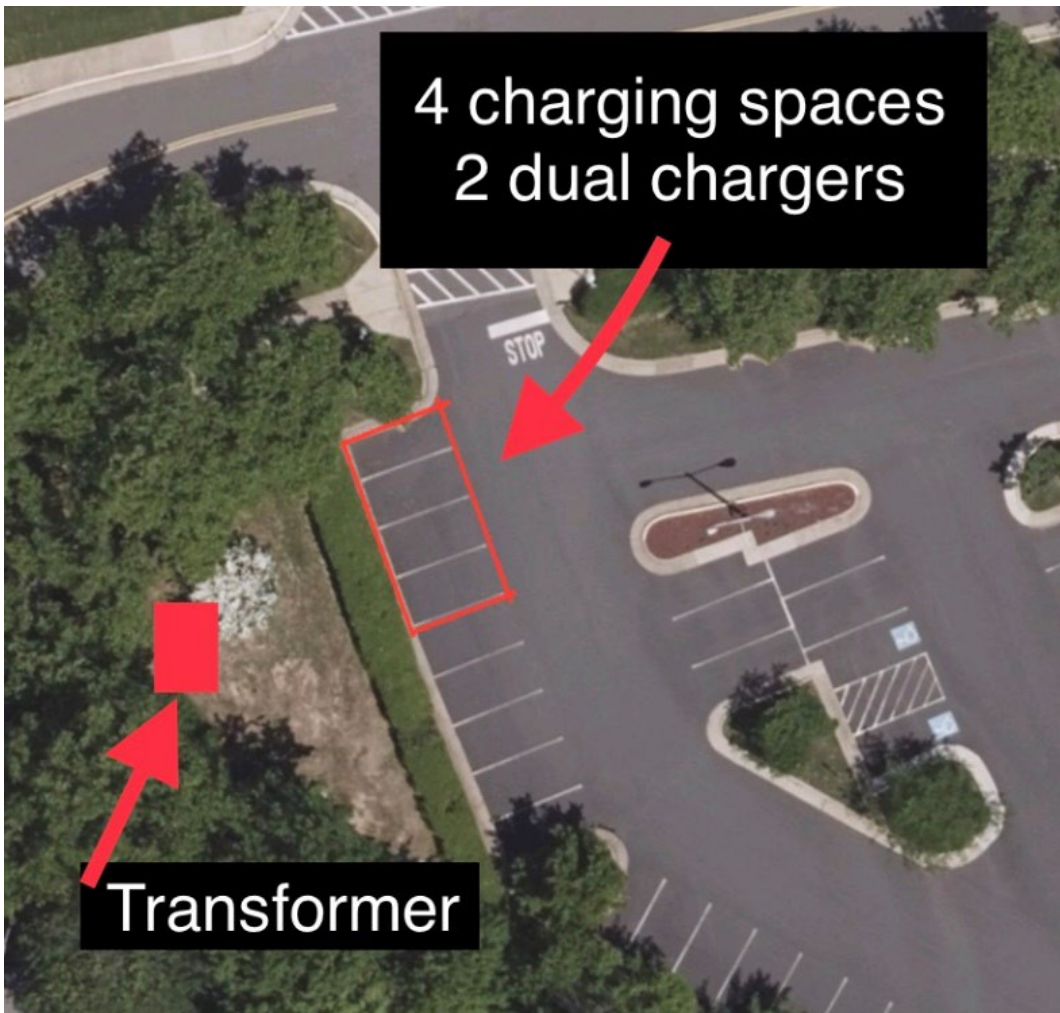
YES

If yes, please describe and attach the record plat, if available.

Map to Identify Charging Station Location(s)

For your Charge Up Fairfax application, please provide a simple map of your property with potential charging locations and the community power source in red, either drawn on digitally or with pen. Please also identify the number of chargers and the number of charging spaces.

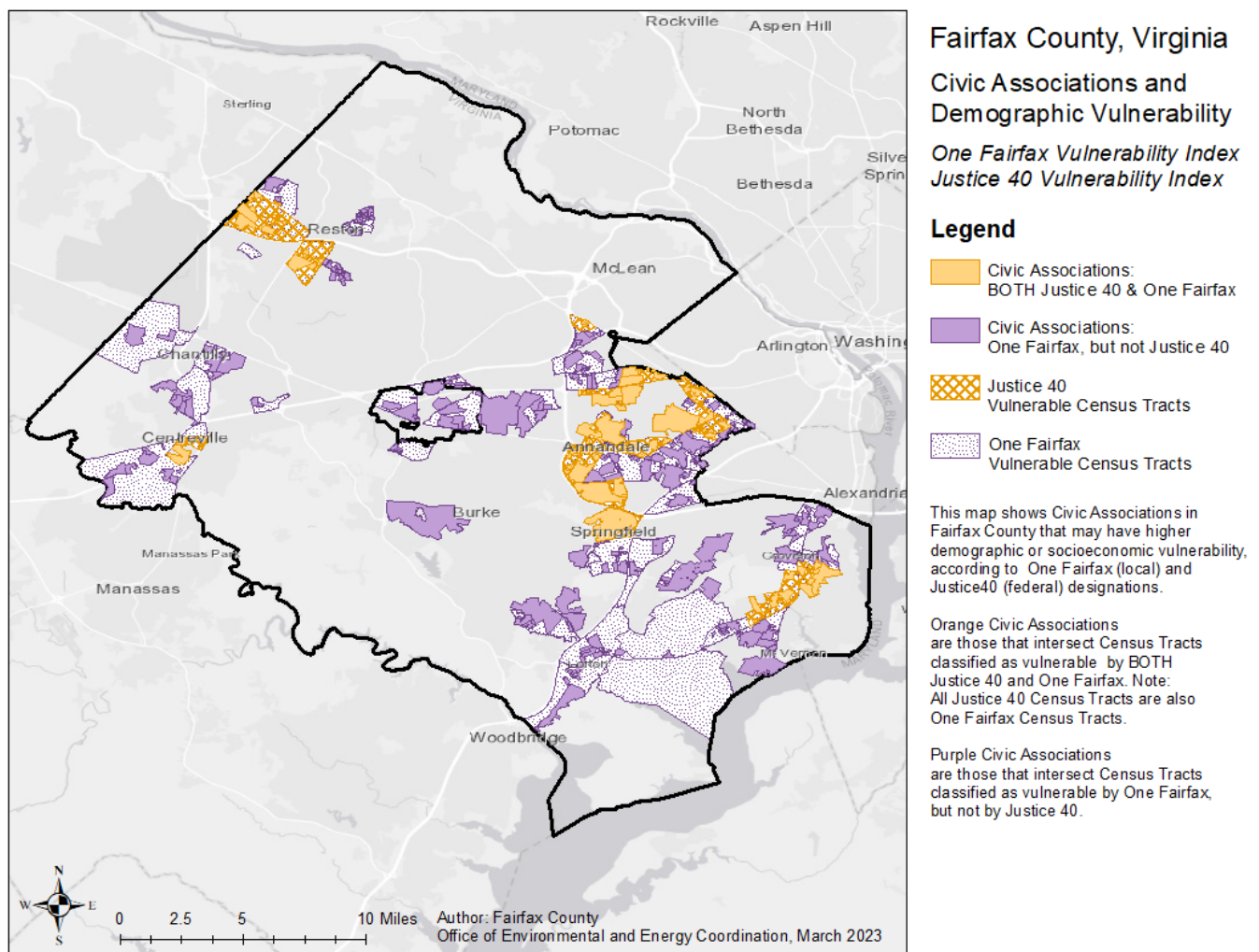
If including a backup location, please provide a separate map showing the charging locations and community power source. The example map below was produced using the Maps app on an iPhone.



Equity Considerations

Grants will be made on a reimbursable basis to communities that have been accepted to participate in the Charge Up Fairfax program and follow through with EVSE installation. Grants will cover one-third of eligible installation expenses, up to \$5,000 per community association. The Charge Up Fairfax program will provide additional financial support to certain communities that need it most. Community associations in Fairfax County that are classified as having high or very high vulnerability in the Fairfax County Vulnerability Index, or that are classified as disadvantaged in the Federal Government’s Justice40 Initiative, are eligible for up to \$10,000 paid on reimbursable basis.

OEEC will use GIS data to confirm whether the community association is in an area shown in the Fairfax County Vulnerability Index, or the Federal Government’s Justice40 Initiative as described above and as shown on the map below.



Grant-only Option:

Community associations that demonstrate a strong understanding of the technical aspects of their proposed project and are ready to move forward, but require financial support, may qualify to participate in only the grant reimbursement portion of the Charge Up Fairfax Program. Communities that participate in the grant-only track will not receive a site visit, feasibility memo, or other technical support.

Communities that are approved for grant-only participation of Charge Up Fairfax are eligible for funds to cover one-third of eligible expenses for the installation of EVSE, up to \$7,000.

Communities approved for the grant-only track in Fairfax County that are classified as having high or very high vulnerability in the Fairfax County Vulnerability Index, or that are classified as disadvantaged in the Federal Government's Justice40 Initiative, are eligible for up to \$12,000 of grant funds.

1. Would the community association like to be considered for the grant-only track of Charge Up Fairfax (foregoing the technical assistance portion of the program)?

NO

YES

Participation in the grant-only option is at the discretion of county staff. Communities that would like to be considered for the grant-only option will be notified at the time of acceptance whether they have been accepted to the grant-only option. Communities that apply and are not accepted for the grant-only option will still be considered for Charge Up Fairfax program participation.

Signatures and Authority

The application must be signed and submitted by the President of the Board of Directors (or their authorized designee from the Board of Directors or the community association’s management company) and witnessed by a second individual from the Board of Directors or the community association’s management company.

Please provide evidence of your authority to bind the community association. Examples of acceptable evidence include a copy of the community association’s governing documents, providing a link to a website or database, or the minutes of a recent board of directors meeting.

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

Printed name: _____

Role with community association: _____

Signature: _____ Date: _____

Witness

Printed name _____

Role with community association: _____

Signature: _____ Date: _____