



Plug-In Alexandria – Request for Grant Funds

The City of Alexandria has contributed funds to support the Plug In Alexandria grant program to make it easier and more affordable for multi-family properties to install electric vehicle (EV) chargers for their residents and guests. Administered by Virginia Clean Cities, this program helps multi-family properties overcome financial barriers to installing EV chargers, increasing EV adoption in the City and helping Alexandria meet its energy efficiency and climate goals.

Multi-family community organizations that have been accepted into the [Plug-In Alexandria program](#) and complete an EV charging installation in compliance with the program's terms and conditions may be eligible to receive a grant to partially cover the installation costs of EV chargers.

Grants may cover 30% of eligible costs, up to \$10,000. Participating communities located in a [Low-Income Community census tract](#), as defined by the New Markets Tax Credit data, may be awarded a grant up to \$15,000

Participants have 12 months from the completion of the technical assessment to complete the approved project. After that period, a site may fall back to a waiting list for secondary approval.

To request grant funds, please submit this completed form with all attachments described below.

APPLICANT INFORMATION

Submit this document and required attachments to Virginia Clean Cities (info@vacleancities.org) with "Plug-In Alexandria Request for Grant Funds" in the subject line.

Community Organization Name: _____

Point of contact name and phone number: _____

Tax ID number of the community Organization: _____

Mailing address where the reimbursement check should be sent:

Name: _____

Community Organization Name: _____

Address line 1: _____

Address line 2: _____

City, State and Zip: _____

Does your EV charger installation comply with the [Plug-In Alexandria requirements](#)?

☐ Yes

☐ No

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

ATTACHMENTS

The following attachments must be submitted with your request for grant funds:

1. Approved permits from the City of Alexandria, including inspection reports
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.

4. For communities utilizing a third-party funding mechanism or incentive program to install their chargers, the following information must be provided:
 - Cost details of each eligible expense category (listed at the end of this document and on the [Plug-In Alexandria website](#)).
 - Copy of third-party financing or installation assistance agreement.
 - Documentation that demonstrates how the Plug-In Alexandria grant funds reduce the cost to the participating community.

SUBMISSION AND PROCESSING

Submit this document and required attachments to Virginia Clean Cities (info@vaccleancities.org) with “Plug-In Alexandria Request for Grant Funds” in the subject line.

You will be notified within 10 days of receipt if your request has been approved and the dollar amount of the grant, or if additional information is needed to approve your request. Once approved, a check will be mailed to the address provided above within 45 calendar days.

The reimbursement check will be sent by Virginia Clean Cities (VCC). VCC will also send a 1099 tax form at the end of the year.

AUTHORIZATION

The request for grant funds must be signed by someone with the authority to bind the community organization's Board of Directors, property management company, or equivalent. Please provide evidence of your authority to bind the community organization. Examples of suitable evidence include a copy of the community organization's governing documents, providing a link to a website or database, signed letter from the organization, or the minutes of a relevant organization meeting.

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

Printed name: _____

Role with property: _____

Signature: _____ Date: _____

ELIGIBLE EXPENSES

Expenses eligible under Plug-In Alexandria 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), and directional or usage signage, and paint.
- Up to three years of warranties, activation fees, and annual network subscriptions.
- Third party installation and funding costs with pass through written agreement documentation. Financing party must demonstrate how the Plug-In Alexandria reimbursement reduces the cost to the participating community.

Expenses not eligible under Plug-In Alexandria Program:

- Work done or expenditures incurred prior to being accepted into the Plug-In Alexandria program. Design and engineering and permitting expenses may be allowable.
- 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 (excluding necessary electrical work).
- Fees incurred by attorneys, consultants, or management companies.
- Changes in insurance premium or any charges from insurance companies.
- Electricity costs.
- Operation and maintenance expenses, with the exception of up to three years of warranties, activation fees, and annual network subscriptions.