



Plug In Alexandria

2026 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.

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 with legal authority to bind the organization, such as:
 - **Multi-unit residential communities:** President of the Board of Directors of the Condominium Association or Homeowner's Association or Property Management Company representative
 - **Non-profit organizations:** Executive Director or President of the Board of Directors
 - **Places of worship:** Senior clergy leader, Board President, or Executive Director

Evidence of the submitter's authority to bind the organization. Examples of acceptable evidence include a copy of the organization's governing documents, providing a link to a website or database, or the minutes of a recent board or community meeting.

- ☐ **OPTIONAL:** Summary of survey results related to EV charging. If your organization hasn't conducted a survey about EV charging, a [template is provided on the City's website](#) that you can customize. **Note that a survey is not required to apply to Plug In Alexandria**, but it is encouraged and will be considered during evaluation.
- ☐ Any relevant meeting minutes or other documentation demonstrating the considerations made by the organization regarding installing electric vehicle supply equipment (EVSE) and any statements of support, if available.

Application Guide

NOTE: This Application Guide is provided for your convenience to help you collect the necessary information prior to completing the online application.

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 field

1 Contact Information

1.1 Applying Organization Name*

1.2 Organization Type*

- ☐ Condominium Association
- ☐ Homeowners Association
- ☐ Apartment
- ☐ Property Management Company
- ☐ Non-profit organization
- ☐ Place of worship

1.3 Street Address*

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

Address

Zip Code

1.4 Organization Website

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

Use this [map](#) to determine if your 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 organization's leadership.

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:

1.12 Are you requesting to opt out of receiving the technical assistance, and only apply for the financial incentive?*

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. Organizations 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.

2a Multi-Unit Residential Community Questions

2a.1 How many total housing units are in your community?*

2a.2 What type of housing units make up your community?*

Select all that apply.

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

2a.3 Do any individual units have private individual garages or driveways?*

- ☐ Yes
- ☐ No

2a.3.1 If yes, how many?

2a.4 PILOT OPPORTUNITY. Level 1 charging (using a standard wall outlet) may be a useful solution for multi-family communities that don't have shared or unassigned parking spaces for shared charging, or have limited electrical capacity.

As a part of the Los Angeles Cleantech Incubator Light Duty Urban Charging Infrastructure cohort, the City is looking to pilot larger scale Level 1 charging installations at multi-family communities. Additional funding may be available to support this pilot.

Is your community interested in learning more about this pilot opportunity?

- ☐ Yes
- ☐ No

2b. Non-Profit Organization and Place of Worship Questions

2b.1 How many staff work at your organization?* _____

2b.2 How many people regularly attend or are part of your community?*

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

Use this field to provide any additional information.

2b.3 Does your organization own the parking lot?*

☐ Yes

☐ No

If your organization does not own the parking lot, the owner of the parking lot must approve your participation in Plug In Alexandria, and be an active participant in the technical assessment.

2b.3.1 Have you discussed this project with the owner of the parking area?

☐ Yes, and I have the owner's support

☐ Yes, but I do not have the owner's support

☐ No

2b.3.2 If you would like City staff to contact the owner on your behalf to discuss the program and potential benefits, please provide their name and contact information.

Owner's Name: _____

Owner's E-mail: _____

Owner's Phone Number: _____

2b.4 How often do you host public events at your facility? Please describe.

3 Parking Details

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

3.2 How many total parking spaces do you have for your organization?*

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

3.3 How many parking spaces are deeded, assigned, or private? *

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

3.4 How many parking spaces are reserved for visitors or staff? *

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

3.5 Does your organization already have chargers installed?*

- ☐ Yes
- ☐ No

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

4 Project Readiness

4.1 What charging setup would best align with the needs of your organization (e.g., shared chargers, private chargers for deeded or assigned spaces, public use of chargers)?

4.2 How many chargers would be ideal for your organization in the short and long term? *

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

- ☐ Yes
- ☐ No

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

4.4 If selected to participate in the program, when would the 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.

4.5 Describe any planning your organization has done related to EV charging. *

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

Explain if your organization has previously requested quotes for installing EV chargers, and what types of chargers were quoted. Explain why the organization did not move forward

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

5 Community and Stakeholder Support

5.1 Did your organization survey residents, staff, members, or other stakeholders about EV charging?

Completing a survey is **NOT** required to apply to Plug In Alexandria. However it is encouraged and will be considered during evaluation. Conducting a survey can provide valuable information, such as the number of residents, staff, or members that currently drive or are considering an EV, and what questions your stakeholders have about the project. A [survey template](#) is provided on the City's website that you can customize.

If your organization conducted a survey, upload a summary of the results at the end of this application.

- ☐ Yes
- ☐ No

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

Please describe.

5.3 Does the organization anticipate any major concerns raised by residents, board, property management company, members, or other stakeholders about installing EV chargers?*

Please describe.

6 Policies and Approvals

6.1 Has the 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

6.2 Is there anything in the organization’s policies or bylaws that restricts or limits the installation of electric vehicle charging stations?*

- ☐ Yes
- ☐ No

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

6.3 Describe the organization’s process or requirements to approve the installation of EV chargers.*

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

Policies may include rules about who can use the chargers at what times, fees, and a reservation process.

- ☐ Yes
- ☐ No

6.4.1 If yes, please describe the policies.

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

7 Funding

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

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

- ☐ Yes
- ☐ No

8 Attachments

Attach supporting information*

Please upload:

- Evidence of the submitter's authority to bind the organization.
- If you chose to opt out of receiving technical assistance, you are required to upload engineering documents or similar to demonstrate project readiness.
- Supporting documents to demonstrate your organization's readiness and planning to date, including site plans or relevant meeting minutes from discussions about EV charging.
- (Optional) A summary of any surveys conducted

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 organization's leadership.