



## Charge Up Fairfax Pilot Program Request for Reimbursement Funds

HOA, COA, and Cluster communities (collectively “HOAs”) 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 one third of applicable installation costs, not to exceed \$5,000 per HOA. Requests for reimbursement must be made within one year of being accepted into Charge Up Fairfax.

HOAs 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 a reimbursable basis. OEEC will use GIS data to verify that the HOA is in an area shown in the Fairfax County Vulnerability Index, or the Federal Government’s Justice40 Initiative as described above. See page 3 for eligible expenses and a map of One Fairfax and Justice40 areas.

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

HOA Name: \_\_\_\_\_

Point of contact name and phone number: \_\_\_\_\_

Tax ID number of the HOA: \_\_\_\_\_

Mailing address where the reimbursement check should be sent:

Name: \_\_\_\_\_

HOA 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 Gina Weil ([regina.weil@fairfaxcounty.gov](mailto:regina.weil@fairfaxcounty.gov)).

You will be notified within 10 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 their authorized designee) to be accepted for consideration. If not previously submitted, please provide evidence of your authority to bind the HOA. Examples of suitable evidence include a copy of the HOA’s governing documents, providing a link to a website or database, or the minutes of a recent HOA 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 with HOA: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Eligible expenses for reimbursement under Charge Up Fairfax Grant Program:

- Engineering design
- EV charging equipment
- Electrical work necessary to power or 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

