DC Multifamily EV Charging Assistance Program Guide

Administered by Catalyst Mobility and DC Department of Energy & Environment

Table of Contents	Page

DC Multifamily Electric Vehicle Charging Assistance Program

Administered by Catalyst Mobility on behalf of the District of Columbia Department of Energy & Environment (DOEE).

Funding for the DC Multifamily Electric Vehicle Charging Assistance Program is provided through the Volkswagen Environmental Mitigation Trust. The Trust was established to fund eligible mitigation actions, such as electric vehicle charging, that replace diesel emission sources with cleaner technology. This program uses a portion of the District's Trust allocation to expand Level 1 and Level 2 EV charging at multifamily properties.

Program Overview & Purpose

The goal of this program is to deploy Level 1 and Level 2 electric vehicle charging at multifamily buildings across Washington, DC, with priority for equity-priority areas and charging deserts. The program provides rebates (cash payments that reimburse a portion of project costs) and free technical assistance to make installing EV charging easier and more affordable for multifamily properties. Catalyst Mobility serves as both administrator and active partner in this program. We work directly with site hosts, installers, Pepco, and permitting authorities as a concierge to help projects succeed.

Who Can Apply

- Multifamily property owners, property managers, condominium or cooperative organizations
- Qualified EV installers with signed authorization from the property owner. Most applications are expected to be submitted by the installer with signed owner authorization
- Site hosts within a quarter-mile of a multifamily building (e.g., schools, faith-based organizations, libraries, retail locations, etc.)
- EV charging companies authorized to install curbside charging

Funding Available

- **Approximately $700,000 is available for rebates under this program**. Funding is provided through the Volkswagen Environmental Mitigation Trust and is administered by Catalyst Mobility on behalf of the District of Columbia Department of Energy and Environment (DOEE). All awards are subject to the requirements of the Volkswagen Environmental Mitigation Trust Agreement, applicable DOEE grant terms, and all relevant federal, District, and local laws, codes, and standards.

Rebate Amounts

- **Standard rebate:**
  - **Up to 60%** of total *eligible* project costs for chargers accessible to **residents only**
  - **Up to 80%** of total *eligible* project costs for chargers that are **publicly accessible**
- **Maximum rebate amount**: **$200,000** in rebate funds per site / property. Each property can receive up to $200,000 in total rebate funds. This ceiling applies per parcel, even if the property is built in phases or split across multiple work orders. Properties may build larger projects and fund remaining costs through their own funds, other incentives, or project financing.
- **Per-port guideline**: As a general target, the program aims for an average rebate of approximately $8,000 per port or less. Higher average per port costs will be considered when justified by site conditions, electrical upgrades, or location in equity-priority areas.
- **Final rebate calculation:** The final rebate is the *lesser of*:
  - The applicable percentage (60% or 80%) of actual *eligible* costs, or
  - The $200,000 per-site ceiling.

See **Appendix – Example Rebate Calculations** for examples of different project sizes, cost-share scenarios, and how the ceiling and percentage interact.

Partial Awards & Fund Exhaustion

- Catalyst Mobility reserves the right to issue a partial award in the event that available program funding is insufficient to cover the full standard incentive amount (60% or 80% of eligible costs).
- If an eligible application is approved when the remaining program budget is less than the calculated incentive, the applicant will be offered a ***partial award up to the remaining balance of available funds***.
- Where a partial award is issued, the applicant will be permitted to submit a proportionally scaled-down project scope (such as reducing the number of planned charging ports) for review and approval, provided the revised project still meets core eligibility criteria. Alternatively, the applicant may accept the partial funding and cover the remaining project balance using outside capital, or decline the award without penalty.

Timeline & Key Dates

Date	Milestone
September 16, 2026	Applications open (rolling). Submit the Application Form when ready, or contact Catalyst Mobility first with questions or to request technical assistance.
Target: late November 2026	Applications scored and rebates reserved until funds are committed. Remaining eligible applications go to a bench list.
Spring – early Summer 2027	Primary construction window.
August 15, 2027	Closeout-readiness review for any project not yet closed (inspection, commissioning date, final invoice, warranty package, data access, remaining documentation).
August 31, 2027	Target: installation complete.
September 20, 2027	Deadline: equipment operational / commissioned.
September 30, 2027	Deadline: final installer invoice and complete closeout packet received by Catalyst Mobility. Last participant action date.

September 30, 2027 is the last participant deadline. No project may invoice Catalyst Mobility after September 30, 2027 except a Catalyst Mobility-approved cure item. Individual projects may finish earlier.

Individual project schedules will vary based on permitting, utility coordination, and site conditions. Catalyst Mobility will work with each approved project to maintain momentum toward the overall program deadline.

Glossary

Funding Terms

- **Eligible Project Costs: Costs necessary for and directly connected to the purchase, installation, and maintenance of the charging equipment (see full list in the "What Rebate Funding Covers" section).**
- **Rebate**: A percentage of total eligible project cost (equipment + installation + 5-year warranty/maintenance/software package) reimbursed by the program.

- **60% Rebate**: Applies to charging projects accessible only to residents (privately accessible / tenant-only).
- **80% Rebate**: Applies to publicly accessible charging projects. May be located on the multifamily property or in a parking lot or curbside location within one quarter-mile driving distance of the multifamily site and be accessible to the public 24/7.

- **Variance Clause**: If final eligible costs exceed the approved quote by more than 20%, Catalyst Mobility may reduce or withdraw remaining funding.

Eligibility & Roles

- **Applicant:** The property owner, authorized lessee, or authorized representative applying on behalf of the site host. The Applicant bears representing the project cost-share and is responsible for meeting program requirements.
- **Payee:** The installer or other entity Catalyst Mobility approves in writing to receive rebate payments, after W-9 and vendor setup. Prior to payment, Catalyst Mobility must approve the Payee designated by the Applicant.
- **Authority Having Jurisdiction (AHJ)**: The local agency or organization responsible for reviewing, approving, and inspecting EV charging installations to ensure they comply with applicable building, electrical, fire, and safety codes.
- **Authorized Lessee**: A person or entity (installer and/or contractor) with a legally binding agreement from the property owner that includes permission to make reasonable alterations, such as installing EV charging equipment.
- **Authorized Representative**: An individual or entity (contractor, agent, etc.) designated by the property owner or Authorized Lessee to perform work on the property on their behalf.
- **Multifamily Housing Property**: Residential or mixed-use properties with four (4) or more dwelling units on a single parcel. Includes apartment buildings, condominiums, and cooperatives. Excludes single-family homes, duplexes, individual townhomes, and individual mobile homes.
- **Site Host**: The individual or entity that owns, leases, or manages the property where the eligible EVSE is installed.

Equipment & Access

- **ADA Requirements:** Accessibility standards under the Americans with Disabilities Act (ADA) and local codes. Where accessible parking spaces are required, the corresponding ports and routes must meet those standards.

- **Assigned and Deeded Parking:** A parking space legally designated for the exclusive use of a specific unit or resident.
- **Charging Port:** The connector or interface on EVSE where an EV plugs in to receive electrical power for charging. A "port" refers to each individual charging output on a charger. One charger may have one or multiple ports, and each port has capacity to charge one vehicle at a time. "Dual port" refers to hardware that has two ports and can deliver power to two vehicles simultaneously. Minimum of 4 ports required per project.
- **Connector:** The physical plug that connects the vehicle to the charging equipment. One port may have multiple connectors.
- **Curbside Charging or On-Street Charging:** EVSE installed in the public right-of-way (street or curb) within a quarter mile driving distance of a multifamily property.
- **Electric Vehicle Supply Equipment (EVSE)**: The equipment that delivers electricity from the power source to an electric vehicle. EVSE includes the charging station, connectors, cables, and related hardware needed to safely charge an EV.
- **Level 1 Charging**: Charging equipment that uses a standard 120-volt outlet (approximately 3–5 miles of range per hour). Non-networked Level 1 outlets are allowed.
- **Level 2 EVSE**: Charging equipment that operates on 208- or 240-volt power (typically 12–60 miles of range per hour). Recommended for many multifamily applications. Non-networked Level 2 outlets are allowed.
- **Load Management**: A system that automatically adjusts the amount of electricity delivered to one or more EV chargers based on available electrical capacity. Load management helps reduce infrastructure upgrade costs while ensuring safe and reliable charging.
- **Networked Charging**: EV charging equipment connected to the internet or a communications network, allowing for remote monitoring, software updates, usage reporting, access control, and payment processing.
- **Non-networked Charging**: EV charging equipment that operates without an internet or communications connection. These chargers provide basic charging functionality but do not support remote monitoring, data reporting, or software updates.
- **Power Sharing**: A feature that allows multiple EV chargers to share available electrical capacity. Power is automatically distributed among connected vehicles to maximize charging while avoiding electrical overload.
- **Public Charging:** EVSE accessible to the public 24/7, including non-residents.
- **Tenant-Only Parking**: Parking restricted to residents and their authorized guests (treated as privately accessible for rebate purposes).

Equity & Location[1]

- **Charging Desert:** An area or individual property where a resident lacks at-home charging and must walk more than five minutes (roughly 0.25 miles) to access publicly accessible EV charging compatible with their vehicle and at an affordable cost.
- **Equity-priority areas (or historically underserved areas)**: Geographic areas that have experienced historical underinvestment or that continue to face disproportionate environmental, economic, or public-health burdens. For this program, elevated priority is given to projects in Wards 5, 7, and 8, and other areas identified by DOEE data used in the District's Volkswagen Beneficiary Mitigation Plan and related equity analyses.

Project Requirements

Applicants and installers are expected to share a duty of care by following industry best practices for site design, safety, accessibility, signage, operations, and maintenance, and engaging constructively with Catalyst Mobility's technical assistance. Additional design considerations and project-specific guidance will be provided through the technical assistance process. The shared goal of this program is to deploy high-quality charging that remains operational and beneficial for years to come.

- **Project Size**
    - **Minimum 4 charging ports** per funded project. Power sharing or load management is allowed.
    - Ports may be located on the multifamily property, in a nearby parking lot or on-street within a quarter mile of a multifamily property. Ports installed in a nearby lot or on-street must serve property residents. Ports that form one project should be reasonably arranged so they function as a coherent installation.
- **Charging Equipment**
    - Level 1 and Level 2 non-networked outlets are allowed; networked Level 2 is recommended.
    - Minimum 5-year warranty and pre-purchased maintenance plan (for networked equipment).

[1] See the District of Columbia's Beneficiary Mitigation Plan for Volkswagen Settlement Funds: https://doee.dc.gov/sites/default/files/dc/sites/doee/page_content/attachments/00%202025%20update%20to%20VW%20Spending%20Plan%20-%20clean_LWM3.pdf and the main DOEE Volkswagen Settlement page: https://doee.dc.gov/page/volkswagen-settlement

- Where accessible parking spaces are required by code, the corresponding ports and routes must meet those standards. Charging equipment and associated parking spaces must comply with all applicable ADA and local accessibility requirements. See U.S. Access Board guidance: https://www.access-board.gov/tad/ev/.
- The project must result in operational charging ports.

- **5-Year Warranty and Maintenance Package**
  - Every funded project for networked charging equipment must include a minimum 5-year warranty and pre-paid maintenance package that covers, at a minimum:
    - Parts and labor for the charging equipment
    - Remote monitoring and network connectivity (for networked charging equipment)
    - Software and firmware updates
    - Response and repair for outages
    - Access to usage and uptime data needed for program reporting where applicable

  The installer must submit the specific package details (provider, coverage terms, and proof of prepaid service) as a priced allowance in the application quote, with the final provider selected at Milestone 1 and proof of prepayment plus data access required at Milestone 3.

  It is expected that pre-paid 5-year packages are significantly discounted when paid upfront. Costs are projected to be 10%-15% of project costs.

  - Non-networked Level 1 or Level 2 outlets do not require a warranty or maintenance package.
- **Parking and Charging Access**
  - For charging equipment to be considered publicly accessible, EV charging must be open and available to the public 24/7.
  - Curbside charging projects may require additional planning, coordination, and implementation time due to site-specific considerations. Such projects will be evaluated by Catalyst Mobility on a case-by-case basis and may be subject to separate terms and conditions. Curbside and Pepco New Business projects will be reserved only if the application shows a dated path to the September 30, 2027 operational deadline. Projects that cannot show that path will be wait-listed.

What Rebate Funding Covers

Eligible Project Costs

Eligible costs are those necessary for and directly connected to the acquisition, installation, operation and maintenance of new charging equipment, including:

- Charging equipment (Level 1 or Level 2 EVSE, or outlets and required hardware)
- Installation labor and materials
- Necessary electrical upgrades (conduit, wiring, panels, transformers, make-ready work from the property line or service point to the charging equipment)
- Required permits and inspection fees
- Upfront 5-year warranty, maintenance, and network/software package
- Signage required by code or necessary for safe operation of the charging equipment
- Cost-eligibility date: Costs incurred before issuance of a Conditional Rebate Reservation are not eligible unless DOEE has granted prior written approval. Costs incurred after September 20, 2027 are ineligible for reimbursement.

Ineligible or Potentially Eligible Project Costs

Ineligible costs include real estate, other capital costs such as construction of buildings or parking facilities, general maintenance, fire suppression equipment, and any costs not directly tied to the EVSE.

Necessary hardware and prepaid data plans required for network connectivity and remote monitoring of the charging equipment for the full 5-year term are eligible when they are required for the functionality of the equipment. Discuss any such costs with Catalyst Mobility during technical assistance to confirm eligibility.

Lighting that is required by code or demonstrably necessary for the safe use of the charging spaces may be eligible; optional or general site lighting is generally not eligible. Discuss lighting costs with Catalyst Mobility during technical assistance.

Per-Port Cost Calculation

Per-Port Cost = (Equipment + Electrical upgrades + Installation + Warranty/maintenance, if applicable) ÷ Total Number of Ports

This calculation divides the project's total eligible costs by the total number of charging ports to determine the cost per port.

Site minimum: 4 charging ports

[See Appendix – Example Rebate Calculations](#)

Tax Credits

Applicants may be eligible for the District's Alternative Fuel Infrastructure Credit, an income tax credit that helps offset the cost of purchasing and installing eligible EV charging equipment. Eligibility and credit amounts vary based on the property type and taxpayer status.

Applicants are encouraged to review the official DOEE resources and consult with their installer or tax professional to better understand eligibility and the application process. For more information, visit the DC DOEE Electric Vehicle Resources page.

Tax credits are separate from this rebate and are not included in eligible project costs. Catalyst Mobility cannot provide tax advice; applicants should consult their own tax professional or installer.

Steps to Apply & Receive Funding

1. Submit Application
Submit your application and supporting documents.

2. Application Review & Kickoff
Catalyst Mobility reviews application, makes an initial determination on project eligibility, and schedules kickoff call as needed.

3. Review & Rebate Reservation
Applications are scored and eligible projects receive a conditional reservation.

4. Project Planning & Coordination
Finalize project design, permits, utility coordination, equipment, and installation schedule.

5. Installation & Milestone Payments
Complete construction and receive payments after each verified milestone.

6. Activation & Project Close-Out
Chargers are activated and operational. Final payment is released.

1. **Submit Application**
   Submit the online application and required supporting documents, including site details, parking layout, property photos, preliminary electrical information, installer quote (including the 5-year warranty/network allowance, scope, and price), signed owner authorization, and a schedule to the September 20, 2027 operational deadline. You may submit directly if the project is ready or contact Catalyst Mobility first with questions or to request technical assistance, including help obtaining a

quote or connecting with a qualified installer. Incomplete applications will not be scored until the missing items are provided.

2. **Application Review & Kickoff**
   Catalyst Mobility reviews the application and makes an initial determination of project eligibility and readiness. Catalyst Mobility may schedule a kickoff call with the applicant to discuss the proposed project, clarify application materials, and identify any additional information needed to proceed.

3. **Review & Rebate Reservation**
   Catalyst Mobility scores the completed application and, if approved, issues a Conditional Rebate Reservation establishing the maximum rebate amount based on the approved project quote (including the warranty/network line), plus a limited contingency buffer. If final eligible costs rise more than 20% above the approved quote, the Variance Clause applies and remaining funding may be reduced or withdrawn. Before a reservation is issued, the Applicant must identify the source of the cost-share (owner cash, other incentive, financing, or installer deferral) in an amount that covers eligible costs above the reserved rebate.

4. **Project Planning & Coordination**
   Catalyst Mobility coordinates with the site host and installer, and with Pepco as needed, to finalize the project design, permits, utility coordination, equipment, and installation schedule. Construction proceeds after the project is Authorized to Proceed. The 5-year warranty/maintenance package must be identified and priced in the approved quote and finalized at Milestone 1; proof it is fully prepaid is required at Milestone 3, not before construction.

5. **Installation & Milestone Payments**
   The installer completes construction and commissioning of the charging equipment. The Payee invoices Catalyst Mobility at each milestone and submits the required documentation for that stage. After verification, Catalyst Mobility pays the approved rebate share for that milestone to the Catalyst Mobility-approved Payee (typically the installer). Documentation of the prepaid 5-year warranty, maintenance, and network/software package, if applicable, is required before the final (Milestone 3) payment.

6. **Activation & Project Close-Out**

Charging equipment must be fully operational and networked, where applicable. Before final payment is released, the installer or site host must provide Catalyst Mobility and DOEE with ongoing access to usage, uptime, and operational data for the 5-year maintenance period and ensure publicly accessible stations are listed on relevant platforms, such as the Alternative Fueling Station Locator and PlugShare. Catalyst Mobility completes the required program reporting to DOEE.

Utility Coordination

It is advisable to contact the District's local utility Pepco as early as possible in the project. Some EV charging installations will require coordination with Pepco, especially if they involve expanding the building's electrical capacity or installing a separate meter. Multifamily property owners or residents may be eligible for Pepco's special EV rates such as MDU-PIV (multi-dwelling unit plug-in-vehicle for separately metered charging) or R-PIV (residential plug-in-vehicle, whole house time of use rate for direct to meter installations) or other incentives. Projects that require capacity upgrades, new service, or make-ready work will follow Pepco's full New Business process. Catalyst Mobility works with installers and Pepco to support timely coordination and early identification of capacity constraints. Installers or property owners remain responsible for the formal Pepco application and technical coordination.

Payment Details

Who Gets Paid

Catalyst Mobility pays the reserved rebate directly to a Catalyst Mobility-approved Payee (typically the installer) after W-9 / vendor setup. Applicant is responsible for additional cost-share. The Applicant pays the installer all project costs above the reserved rebate under their own contract. Catalyst Mobility is not a party to the installer–site contract. That contract is how the installer and site allocate and collect the cost-share.

Process Flow: installer completes milestone → installer submits invoice and packet to Catalyst Mobility → Catalyst Mobility reviews and verifies → Catalyst Mobility pays the approved rebate share. Before Milestone 3 is paid, the installer or Applicant must document that the Applicant cost-share has been paid. A purchase order is not proof of payment.

Anti-overpayment. Each milestone payment is limited to the lesser of:

(a) the scheduled milestone percentage of the reserved rebate,

(b) the remaining reserved rebate, and

(c) the applicable rebate percentage (60% or 80%) of cumulative verified eligible costs minus prior rebate payments.

Final payment is reconciled to actual eligible project costs and the $200,000 per-site ceiling. Catalyst Mobility may reduce later payments or recover an overpayment if final eligible costs drop.

Once verification is complete, Catalyst Mobility will process payment within approximately 30 business days. Complete closeout packets received after September 1, 2027 will receive expedited review. Applicants and installers must respond promptly to correction requests. The 5-year warranty and maintenance package (including data access) must be fully prepaid and documented before the final payment is released. Closeout packets received after the September 30, 2027 deadline will not be eligible for reimbursement.

Phased Payment Schedule

Milestone	What Must Be Completed	Payment
1. Procurement	Required permits approved (or written Catalyst Mobility exception); equipment purchased and vendor paid; final warranty provider selected	25% of reserved rebate, to Payee, subject to the lesser-of rule
2. Installation & Inspection	Installation complete; electrical / Pepco / Catalyst Mobility verification; grid connection	50% of reserved rebate, to Payee, subject to the lesser-of rule
3. Activation & Close-Out	Ports live; test session; package prepaid + Catalyst Mobility data access; Applicant cost-share documented	Remaining rebate after reconciliation to actual eligible costs and the per-site ceiling

Documents Required for Verification

Applicants are responsible for collecting and uploading the required documentation at each milestone. Catalyst Mobility reviews and verifies the submitted materials before releasing payment.

Milestone 1 – Procurement

- Final itemized contract showing the reserved rebate versus Applicant cost-share
- Proof of actual payment for equipment (paid invoice, cancelled check, wire confirmation, or other record showing the merchant received payment). A purchase order or unpaid invoice alone is not sufficient.

- Proof that required permits have been approved, or a written Catalyst Mobility exception when a permit is not applicable or a different sequence is justified (stamped drawings or AHJ/Pepco email are acceptable evidence)
- W-9 and completed Payee / vendor setup for the Catalyst Mobility-approved Payee
- Named 5-year warranty/maintenance package and price. Prepayment is not required at Milestone 1.

Milestone 2 – Installation & Inspection

- Installation invoice(s)
- Electrical inspection approval (if applicable)
- Utility interconnection or approval documentation (Pepco, if applicable)
- Documentation that shows charging equipment has been installed at the approved project location

Milestone 3 – Activation & Close-Out

- Installer final invoice to Catalyst Mobility for the remaining rebate, plus attestation or evidence that the Applicant cost-share has been paid
- Photos of completed and operational charging stations
- Proof of charging equipment commissioning or successful test charging session
- Serial numbers and model numbers for installed equipment
- Documentation of the required warranty and maintenance plan
- Proof that the 5-year warranty and maintenance package is fully prepaid, and if applicable Catalyst Mobility and DOEE have been granted ongoing data access for the term of the package.
- List EV charging on relevant public charging platforms, if applicable (e.g., Alternative Fuels Data Center, PlugShare).

Scoring & Project Selection

Catalyst Mobility evaluates applications competitively to ensure the responsible and effective use of Volkswagen Environmental Mitigation Trust funds. As stewards of these funds, Catalyst Mobility's duty is to prioritize projects that directly advance the goals of reducing emissions in communities that have borne a disproportionate share of diesel pollution, expanding equitable access to charging, and deploying the greatest number of reliable ports possible within the available budget and timeline.

Applications are accepted on a rolling basis and scored in periodic batches (at least twice monthly through November 2026). Reservations are issued from each batch in score order, subject to portfolio balance (ward, equity, remaining budget). Once a reservation is issued, it is not displaced by a later application. Projects that miss a program milestone deadline may be de-reserved and replaced from the bench list.

Scoring Criteria

Each application will be reviewed and scored based on the scoring criteria below. Only complete, eligible applications will be scored.

During review Catalyst Mobility will look for evidence of readiness and a high likelihood of on-time completion:

- Sufficient electrical capacity (utility letter, written electrician review, capacity study, or Pepco pre-approval preferred) to support proposed EV charging.
- Detailed parking layout showing charging equipment locations and access
- Early Pepco and AHJ (permitting) coordination already started or completed
- Confirmed EV driver interest or strong demand indicators (letters of intent, surveys, etc.)
- Realistic timeline and readiness to proceed

Scoring Category	Focus
Geographic Priority & Equity Impact	Project is located in Ward 5, 7, or 8, an equity-priority / historically underserved area, or a documented charging desert.
Project Scale & Impact	Number of charging ports and number of residents/households served. Preference for projects that efficiently advance the program's approximate 100-port deployment goal while staying within the guideline per-site maximums.
Project Readiness & Low Risk of Delay	Sufficient electrical capacity (or realistic upgrade plan); early coordination with Pepco and permitting authorities (AHJ); detailed parking layout; confirmed demand indicators where available; realistic timeline and demonstrated ability to complete the project by the September 20, 2027 operational deadline.
Cost-Effectiveness & Budget Quality	Realistic, well-documented budget; efficient use of rebate dollars; strong cost-share or ability to leverage tax credits where available.
Technical Competence & Experience	Installer/applicant demonstrates successful experience with multifamily or similar EV charging projects and capacity to deliver, commission, and maintain the equipment.
Site Suitability & Accessibility	Viable parking configuration, compliance with applicable ADA and local codes, and a clear plan for resident or public access.

Program Funding Decisions

Funding is awarded on a competitive basis and is subject to the availability of program funds. In addition to application scores, Catalyst Mobility reserves the right to consider factors such as project readiness, geographic distribution, equitable access, cost effectiveness, and the efficient use of available funding when making award decisions. Catalyst Mobility may approve, partially fund, or decline applications to maximize the overall impact of the Program. To ensure a diversified portfolio and avoid fund concentration, Catalyst Mobility further reserves the right to cap the cumulative funding awarded to any single applicant, parent organization, developer, or property management firm across multiple properties per funding cycle.

EV Charging Equipment

Applicants and installers are expected to meet equipment requirements and follow industry best practices for site design, safety, accessibility, signage, and operations. Additional design considerations may be discussed during technical assistance.

Equipment Requirements

- Hardware
    - Level 1 or Level 2
    - Networked EVSE, or networked or non-networked outlets
    - J1772 and/or NACS connectors
    - New equipment only
    - NEMA 3R rated (or equivalent) for outdoor installations
- Software
    - OCPP compliance is encouraged for networked charging equipment
- Warranty
    - Minimum 5-year warranty and prepaid maintenance package (see full requirements under Project Requirements)
- Signage
    - Must comply with all applicable laws, ordinances, and regulations
    - Networked equipment must display a phone number for maintenance support

Reporting & Data Requirements

To keep projects on track and protect program funds, the following time requirements apply after approval:

Step	Time Requirement	Consequence if Missed
Quote finalized / refined	Within 30 days of Conditional Reservation	Hold or reallocate
Permitting secured or submitted	Within 60 days of Conditional Reservation	Recovery plan required
Installation complete	Within 180 days of Conditional Reservation, and no later than August 31, 2027	Recovery plan required or funds reallocated
Full activation	September 20, 2027	Funds at risk / reallocate
Final invoice + closeout packet	September 30, 2027	Funds at risk / reallocate

If any time requirement is missed, Catalyst Mobility may place the project on hold, require a recovery plan, or reallocate remaining funds to another project on the bench list. These decisions are made on a case-by-case basis to protect the overall program timeline, budget, and impact. Catalyst Mobility will work with the applicant and installer to determine the appropriate next step.

Catalyst Mobility is responsible for all quarterly and final reporting to DOEE.

Program participants must:

- Respond promptly to Catalyst Mobility requests for status updates and documentation needed for the quarterly reports.
- For networked equipment, authorize providing Catalyst Mobility and DOEE with ongoing access to usage, uptime, and operational data for the full 5-year maintenance period through the prepaid networked software package. Non-networked projects are not required to provide telemetry; they must complete commissioning and remain subject to reasonable operational verification requests.
- Authorize Catalyst Mobility, DOEE, and their designated third parties to access this data for program monitoring, evaluation, and reporting purposes.
- List public charging stations on relevant public platforms if applicable (e.g., Alternative Fueling Station Locator, PlugShare).

No additional recurring reporting burden is placed on site hosts beyond maintaining the networked connection where applicable and responding to reasonable requests.

Data Required

Site / Project Identification

- Site address
- Ward
- Number of residential units in the building(s) served
- Primary point of contact (name, email, phone) for the site host and for the installer
- Parking location type (below-grade garage, above-grade garage, at-grade lot, curbside, adjacent lot etc.).

Project Characteristics

- Number of charging ports (and connectors if dual)
- Charger type (Level 1 vs Level 2 breakdown)
- Power rating of charger
- Output voltage and current
- Connector(s) , where applicable (e.g., J1772, NACS)
- Smart features (e.g., load balancing)
- Required panel upgrades
- Publicly accessible vs resident-only
- Networked vs non-networked
- Whether the project is in an equity-priority area or charging desert

Key Dates & Status

- Application / reservation date
- Installation completion date
- Activation / commissioning date

Funding

- Eligible project costs
- Rebate amount reserved and ultimately paid
- Rebate percentage (60% or 80%)
- Source of Applicant cost-share

Frequently Asked Questions

Q: Can an installer apply on behalf of a multifamily property?

A: Yes. An installer or other authorized representative may apply with a signed authorization letter from the property owner (or authorized lessee).

Q: What if final costs are higher than the approved quote?

A: If final eligible costs exceed the approved quote by more than 20%, Catalyst Mobility may reduce or withdraw remaining funding under the Variance Clause. Reimbursement is always based on actual documented *eligible* costs and will not exceed the applicable 60% or 80% rate (or the per-site ceiling).

Q: When do I receive payment?

A: The installer invoices Catalyst Mobility at each milestone. After Catalyst Mobility verifies the packet, the approved rebate share is paid to the Catalyst Mobility-approved Payee within approximately 30 business days, subject to the lesser-of (anti-overpayment) rule. Complete closeout packets received after September 1, 2027 receive expedited review. See Who Gets Paid, the Payment Schedule, and Documents Required for Verification.

Q: Can I buy equipment before I receive a Conditional Rebate Reservation?

A: Generally no. Costs incurred before issuance of a Conditional Rebate Reservation are not eligible unless DOEE has granted prior written approval.

Q: Will Pepco help / what is Pepco's role?

A: Most EV charging installations require coordination with Pepco. Projects that stay within existing building capacity may only need a lighter review. Projects that require capacity upgrades or new service follow Pepco's New Business process. Catalyst Mobility works with installers and Pepco to support timely coordination and early identification of capacity constraints. Installers remain responsible for the formal Pepco application and technical coordination.

Q: What happens after the grant ends if charging equipment breaks or has issues?

A: If charging equipment breaks or has issues within five years after installation, the required 5-year warranty and prepaid maintenance package covers repairs, parts, labor, and ongoing service. Site hosts should contact the installer or maintenance provider listed in the package. If applicable, the package also maintains data access for Catalyst Mobility and DOEE during the five-year term. After five years, ongoing network and maintenance costs are the responsibility of the owner of the equipment. There are after market options to continue network, maintenance and operation of equipment.

Q: Are there post-installation reporting obligations?

A: Yes. Catalyst Mobility handles all quarterly and final reporting to DOEE. Networked sites and installers must provide ongoing access to usage, uptime, and operational data through the prepaid networked maintenance package and list public stations on platforms such as

PlugShare. Non-networked projects must complete commissioning and remain subject to reasonable operational verification requests. No additional recurring reports are required from site hosts beyond maintaining the networked connection where applicable and responding to reasonable requests.

Q. How can I find an EV installer?

A. Please check DOEE's Electric Vehicle Resources web page (https://doee.dc.gov/service/electric-vehicle-resources) for a list of licensed EV Charging Service Providers. The list is not all-inclusive. DOEE does not endorse any particular company.

Appendix – Example Rebate Calculations

These examples show how the rebate is calculated under different scenarios.

The final rebate is always the lesser of:

1. 60% or 80% of actual documented eligible costs as outlined in this guide, or
2. $200,000 per-site ceiling

Example 1 – Resident-Only Project (60%)

Project parameters:

- 8 Level 2 ports
- Total eligible project cost: $96,000
- Charger access: Resident-only → 60%

Rebate Calculation:

$96,000 × 60% = $57,600

Final rebate = $57,600 total ($7,200 per port)

Example 2 – Publicly Accessible Project (80%)

Project parameters:

- 6 Level 2 ports
- Total eligible project cost: $90,000
- Charger access: Public → 80%

Rebate Calculation:

$90,000 × 80% = $72,000

Final rebate = $72,000 ($12,000 per port — still under the per-site ceiling; above the $8,000 guideline and may still be approved when justified)

Example 3 – Eligible Project Costs Exceed Per-Site Rebate - $200,000 Ceiling

Project parameters:

- 20 Level 2 ports
- Total eligible project cost: $320,000
- Charger access: Public → 80%

Rebate Calculation:

$320,000 × 80% = $256,000 → hits the $200,000 ceiling

Because $256,000 exceeds the $200,000 per-site ceiling, the rebate is capped at $200,000. The site host is responsible for the remaining $120,000 of eligible project costs.

Final rebate = $200,000 total ($10,000 per port)

Example 4 –Project Requiring Additional Equipment Located in Equity-Priority Area

Project parameters:

- 10 Level 2 ports
- Total eligible project cost: $185,000 (includes significant electrical upgrades)
- Accessibility: Resident-only → 60%
- Location: Ward 8

Rebate Calculation:

$185,000 × 60% = $111,000

Final rebate = $111,000 total ($11,100 per port — above the $8,000 guideline; may still be approved when justified by site conditions, equity-priority location, required electrical upgrades, or portfolio balance).

Example 5 – Large Project

Project parameters:

- 16 Level 2 ports
- Total eligible project cost: $280,000
- Accessibility: Publicly accessible → 80%

Rebate Calculation:

$280,000 × 80% = $224,000 → hits the $200,000 ceiling

Final rebate = $200,000 ($12,500 per port)

Site host cost-share = $80,000

Example 6 – Small Project Under Per Port Guideline

Project parameters:

- 4 Level 2 ports (minimum)
- Total eligible project cost: $42,000
- Accessibility: Resident-only → 60%

Rebate Calculation:

$42,000 × 60% = $25,200

Final rebate = $25,200 ($6,300 per port)

Example 7 – High Volume Public Project

Project parameters:

- 32 Level 2 ports
- Total eligible project cost: $256,000
- Accessibility: Publicly accessible → 80%

Rebate Calculation:

$256,000 × 80% = $204,800 → hits the $200,000 ceiling

Final rebate = $200,000 ($6,250 per port)

Example 8 – High Volume Resident-Only Project

Project parameters:

- 42 Level 2 ports
- Total eligible project cost: $336,000
- Accessibility: Resident-only → 60%

Rebate Calculation:

$336,000 × 60% = $201,600 → hits the $200,000 ceiling

Final rebate = $200,000 ($4,762 per port)

Example 9 – Public Project

Project parameters:

- 25 Level 2 ports

- Total eligible project cost: $250,000
- Accessibility: Publicly accessible → 80%

Rebate Calculation:

$250,000 × 80% = $200,000 → hits the $200,000 ceiling

Final rebate = $200,000 ($8,000 per port)