



## ELECTRIC VEHICLE CHARGING STATION INCENTIVE APPLICATION

July 1, 2024 – JUNE 30, 2025

APPLICANT INFORMATION:			
Organization Name:	Organization FEIN:	Organization Phone Number:	
Organization Mailing Address:	City:	State:	Zip:
Address of Charging Station (if different from above):	City:	State:	Zip:
APPLICANT CONTACT INFORMATION:			
Organization Primary Point-of-Contact (POC) Name:	Title:		
Mailing Address (If different from above):	City:	State:	Zip:
Phone:	Email Address:		
Organization Secondary Point-of-Contact (POC) Name:	Title:		
Mailing Address (If different from above):	City:	State:	Zip:
Phone:	Email Address:		
How did you hear about Hawai'i Energy? (Check all that apply)			
<input type="checkbox"/> Kaua'i Island Utility Cooperative	<input type="checkbox"/> Friend or family member	<input type="checkbox"/> Online search	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Community/networking event	<input type="checkbox"/> Hawai'i Energy team member	<input type="checkbox"/> Print ad/article	
<input type="checkbox"/> Contractor/servicer	<input type="checkbox"/> Hawai'i Energy presentation	<input type="checkbox"/> Industry trade show/expo	
<input type="checkbox"/> Email	<input type="checkbox"/> Hawaiian Electric	<input type="checkbox"/> Someone else at my company	
REBATE PAYMENT INFORMATION:			
Rebate Check Payable To (Payee)*:			
Mailing Address:	City:	State:	Zip:
Payee POC Name:	Phone:	Email Address:	
PROJECT DETAILS:			
EV Charging Station will be located at (choose one): <input type="checkbox"/> Existing Building <input type="checkbox"/> New Construction			
Check this box if this is for Affordable Housing: <input type="checkbox"/>			
Type of Facility: (Check primary use only)			
<input type="checkbox"/> Multi-Unit Dwelling	<input type="checkbox"/> Office	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Retail
<input type="checkbox"/> Grocery	<input type="checkbox"/> Health	<input type="checkbox"/> Hotel	<input type="checkbox"/> Industrial
			<input type="checkbox"/> Warehouse <input type="checkbox"/> Education
			<input type="checkbox"/> Other: _____
Type of Intended Use for EVCS: (Check all that apply)			
(Note: Installations that serve a single person, such as a reserved parking stall or a single-family residence, shall not be eligible for rebates.)			
<input type="checkbox"/> Workplace – businesses, employees and/or guests	<input type="checkbox"/> General Public	<input type="checkbox"/> Multi-Unit Dwelling Residents	
<input type="checkbox"/> Fleet	<input type="checkbox"/> Other: _____		



**CHARGING STATION TYPE & INCENTIVE AMOUNT:**

Please indicate your full project scope. Note: For DC Fast Charger installation, there is a limit of up to two (2) DC Fast Charger rebates per site, subject to Hawai'i Energy approval. Additional requested rebates in approved applications will be reviewed and provided as funds are available in the order the application was received. Please see the attached EVCS Incentive Program Requirements for more details.

<p><b>First-time Installation (no previous EVCS)</b></p> <p><input type="checkbox"/> Level 2 EVCS Single-Port # of units: _____ x \$2,000/unit</p> <p><input type="checkbox"/> Level 2 EVCS Multi-Port # of units: _____ x \$4,500/unit</p> <p><input type="checkbox"/> DC Fast Charging EVCS # of units: _____ x \$35,000/unit</p> <p><b>Retrofit:</b></p> <p><input type="checkbox"/> Level 2 EVCS Single-Port # of units: _____ x \$1,300/unit</p> <p><input type="checkbox"/> Level 2 EVCS Multi-Port # of units: _____ x \$3,000/unit</p> <p><input type="checkbox"/> DC Fast Charging EVCS # of units: _____ x \$28,000/unit</p>	<p><b>Affordable Housing Bonus Incentive (for single- and multi-port Level 2 EVCS only):</b></p> <p><input type="checkbox"/> Existing Building # of units: _____ x \$5,000/unit</p> <p><input type="checkbox"/> New Construction # of units: _____ x \$1,500/unit</p> <p><b>Equipment Requirements:</b></p> <p><input type="checkbox"/> The EVCS unit(s) is/are networked</p> <p><input type="checkbox"/> Each EVCS unit provides at least 3kW for Level 2 or 40kW for DCFC</p> <p>kW output range for EVCS units: _____</p>
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<p><b>PROJECT COST:</b></p> <p>EVCS equipment cost: \$ _____</p> <p>Installation cost: \$ _____</p> <p>Total cost: \$ _____</p> <p><input type="checkbox"/> Check here if the project includes electrical infrastructure upgrades (e.g., new wires/conduit/breaker/panel/transformer)</p>	<p><b>PROJECT DATES:</b></p> <p>Start Date: ____ / ____ / ____</p> <p>Completion Date ("EVCS effective date"): ____ / ____ / ____</p> <p><input type="checkbox"/> Check here if your installation requires a county permit</p> <p>Date of permit application: ____ / ____ / ____</p> <p>Date of permit issuance: ____ / ____ / ____</p>
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**CLEAN ENERGY ALLY (to receive credit toward EVCS reward program, click [here](#) for details):**

Company Name:	Company POC Name:	Contractor License # (if applicable):	
Mailing Address:	City:	State:	Zip:
Phone:	Email Address:		

**INSTALLING COMPANY (if different from above):**

Company Name:	Company POC Name:	Contractor License #:	
Mailing Address:	City:	State:	Zip:
Phone:	Email Address:		

**AUTHORIZED APPLICANT SIGNATURE:**

I have read, understood and agree to the Terms and Conditions, as well as the application procedure detailed on this application. I am submitting the Tax Form W-9 to Hawai'i Energy in addition to this application. I further understand that the Hawai'i Energy Program will mail applicants and report to the Internal Revenue Service (IRS) all applicable incentive payments on the IRS Form 1099. I am further advised to consult my tax advisor concerning the taxability of the incentive. The Hawai'i Energy Program is not responsible for any taxes that may be imposed on me or my business as a result of my receipt of this incentive.

\*By signing this document, I am declaring that Hawai'i Energy is authorized to direct the incentive payment to the Payee as listed above. I understand incentives are not guaranteed, are available on a first-come first-served basis, and are subject to the availability of funds without notice.

**APPLICANT NAME:** (Please print) \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

HAWAI'I ENERGY USE ONLY:	Rebate Application #:
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## ELECTRIC VEHICLE CHARGING STATION (EVCS) INCENTIVE PROGRAM REQUIREMENTS JULY 1, 2024 – JUNE 30, 2025

Hawai'i Energy is pleased to administer an **Electric Vehicle Charging Station (EVCS) Incentive Program** funded by the State of Hawai'i under contract with the Hawai'i Public Utilities Commission. The purpose of this incentive program is to expand the network of Electric Vehicle (EV) Charging Stations and support EV charging infrastructure to encourage EV adoption throughout the state. This program provides rebates for alternating current (AC) Level 2 single- and multi-port charging stations with network connectivity and direct current fast-charging (DC Fast-Charging) EV charging stations with network connectivity to qualified applicants to offset the purchase and installation costs of qualifying EV charging stations. Eligible EV charging stations are either publicly available; serve multiple tenants, employees or customers; or serve EV fleets. Rebates are not intended for single-family residences or individually owned parking stalls. Additional programmatic and applicant eligibility requirements are described below in greater detail.

Applications may be submitted between now and June 30, 2026 for qualified EV charging stations.

- Applications must be received within 12 months of the date that a qualifying EV charging station was installed, activated and available for use ("EVCS effective date") unless otherwise noted in this document. Funds are limited and processed on a first-come, first-served basis, as funds are available.
- Program approval is generally not required prior to the purchase and installation of equipment; however, prior approval is strongly recommended to confirm funding availability and verify that the equipment meets minimum qualifications for an incentive.
- Applications and required documentation must be submitted to Hawai'i Energy at [HawaiiEnergyEVCS@leidos.com](mailto:HawaiiEnergyEVCS@leidos.com).

In addition to these state funds, Hawai'i Energy is offering the following additional support for qualifying EV charging stations:

- A bonus incentive up to \$5,000 for each AC Level 2 single- and multi-port EV charging station installed at existing or new affordable housing facilities serving households in Hawai'i making no more than 100% of the Area Median Income (AMI) as defined per county in the state of Hawai'i. Rebates for approved applications will be provided on first-come, first-served basis, subject to fund availability.
- Thanks to the generous support of Ulupono Initiative, affordable housing development Applicants served by Kaua'i Island Utility Cooperative are eligible for bonus incentives, as funds are available. Contact Hawai'i Energy at [HawaiiEnergyEVCS@leidos.com](mailto:HawaiiEnergyEVCS@leidos.com) for more details.

EV Charging Station Type	Incentive		Deadline to Apply
	Retrofit	New	Installed July 1, 2023 – June 30, 2025
AC Level 2 Networked Single-Port	\$1,300	\$2,000	12 months from the installed date
AC Level 2 Networked Multi-Port	\$3,000	\$4,500	
Networked DC Fast Charger	\$28,000	\$35,000	



EV charging stations installed after June 30, 2025 are not eligible for the current fiscal year's program funding. Please check back in July 2025 for updates on future EV charging station incentive programming.



## APPLICANT AND PROGRAM ELIGIBILITY

To qualify for an EV Charging Station (EVCS) incentive, Applicants must:

- 1) In the state of Hawai'i, be an individual; nonprofit or for-profit corporation; local, state or federal government agency; homeowner association or authorized entity acting on behalf of other types of multi-unit dwellings; or any other eligible entity as defined under the rules adopted for the EVCS incentive program.
- 2) For the affordable housing bonus incentive, the existing or new affordable housing development at which the EVCS will be located must serve households making no more than 100% of the Area Median Income (AMI) as defined per county in the state of Hawai'i.
- 3) Have the legal right and authority to install the EVCS in a parking area at the Premises identified on the Incentive Application.
- 4) Install, activate and make available for use any qualifying EVCS with network connectivity between July 1, 2023 and June 30, 2025 unless otherwise specified.
- 5) Submit to Hawai'i Energy an Incentive Application Form along with any documentation required under these Program Terms according to the following deadlines and terms:
  - a. Applications are accepted on a first-come first-served basis and processed in the order received, subject to availability of funds. Please check the Hawai'i Energy website at <http://www.hawaiienergy.com/evcs> for a running tally of the remaining available funds.
    - i. Program approval is generally not required prior to the purchase and installation of equipment; however, prior approval is strongly recommended to confirm funding availability and verify that the equipment meets minimum qualifications for an incentive.
    - ii. Applications must be completed legibly by the Applicant and signed and submitted by an authorized representative to Hawai'i Energy within 12 months of the EVCS effective date.
    - iii. Applications for DC Fast Chargers are limited to two (2) per site.
  - b. Application must include all required supporting documentation:
    - i. Product specification sheets of the EVCS
    - ii. Copies of paid invoice(s) for equipment and installation
    - iii. W-9 tax form for the site host (March 2024 version: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
    - iv. Installation photos including: close up of the EVCS demonstrating the unit is activated, complete parking stall(s), signage indicating the stall(s) is/are reserved for EV charging
    - v. For EVCS upgrades, Applicant must provide documentation of the previously existing EVCS that will be replaced by a new EVCS
    - vi. Hawai'i Energy may request additional information to support the application.
- 6) Applicant must show proof of all expenses associated with their EVCS installation and indicate if they have or will be receiving funding from other incentive programs. Applicants will be paid a rebate not to exceed the full project cost less any other rebates received.
- 7) Although not required, Applicants are recommended to consider the option to charge a fee for use of their station in order to encourage most efficient use of the service.
- 8) Comply with all rules and requirements in this Program's Terms and Conditions.



## PROGRAM REQUIREMENTS

- 1) Applicant may be eligible for a rebate if Applicant installs a new EVCS of the following types where none previously existed:
  - a. An alternating current (AC) Level 2 EVCS with one port with network connectivity
  - b. An AC Level 2 EVCS with two or more ports with network connectivity
  - c. A direct current fast-charging (DCFC) EVCS with network connectivity
- 2) Applicant may be eligible for a rebate if Applicant upgrades an existing EVCS to either:
  - a. An AC Level 2 EVCS with one port with network connectivity
  - b. An AC Level 2 EVCS with two or more ports and network connectivity
  - c. A DCFC station with network connectivity
- 3) The rebate offered is designated in the following amounts, as funds are available (not to exceed the full project cost less any other rebates received):
  - a. AC Level 2 EVCS with one port with network connectivity
    - i. \$2,000 toward the installation of a new, single-port Level 2 EVCS where none previously existed
    - ii. \$1,300 toward the installation of a new, single-port Level 2 EVCS to upgrade from an existing Level 1 EVCS, a non-networked Level 2 EVCS to a networked Level 2 EVCS, or an unrepairable Level 2 EVCS to a new Level 2 EVCS.
  - b. AC Level 2 Multi-Port EVCS with network connectivity:
    - i. \$4,500 toward the installation of a new, multi-port Level 2 EVCS where none previously existed
    - ii. \$3,000 toward the installation of a new, multi-port Level 2 EVCS to upgrade from an existing Level 1 EVCS, a single-port Level 2 EVCS to a multi-port Level 2 EVCS, a non-networked Level 2 EVCS to a networked Level 2 EVCS, or an unrepairable Level 2 EVCS to a new Level 2 EVCS.
  - c. DC Fast-Charging EVCS with network connectivity:
    - i. \$35,000 per new DCFC EVCS where no previous charging station previously existed
    - ii. \$28,000 per new DCFC EVCS to upgrade from existing Level 1, Level 2, non-networkable DCFC EVCS or an unrepairable DCFC EVCS.
  - d. The affordable housing bonus incentive applies only to AC Level 2 single- and multi-port EVCS with network connectivity and will be paid in addition to the above incentives for Level 2 charging stations for existing and new affordable housing developments in the following amounts: (Note: affordable housing bonus incentive Applicants will be paid a total amount of rebates not to exceed the full project cost less any other rebates received.)
    - i. Existing affordable housing development: \$5,000 toward the installation of a new single- and multi-port Level 2 EVCS
    - ii. New affordable housing developments: \$1,500 toward the installation of a new single and multi-port Level 2 EVCS



- 4) Applicant must be willing to designate parking spots on a one-to-one ratio to each EVCS port on the Premises.
  - a. Each EV charging station must meet at least one of the following availability requirements: the charger is publicly available; the charger serves multiple tenants, guests, employees, or customers; or the charger serves EV fleets.
    - i. In multi-unit residential dwellings, each EVCS is not required to be available to the general public but must be available to all authorized tenants, employees and/or guests on the premises.
    - ii. An EVCS serving a single-family residence or a single-family unit via an individually owned parking stall is not eligible for this rebate. An EVCS connected to a residential utility account is not eligible.
    - iii. For purposes of this program: "fleet" is defined as "a group of two or more electric vehicles owned or leased by a business, government agency or other organization"
    - iv. For purposes of this program: "multi-unit residential dwellings" is defined as "a property with a minimum of five (5) housing-units and eight (8) parking spots."
  - b. EVCS must be accessible to drivers of EVs to charge EVs approved for highway application by the U.S. Department of Transportation.
  - c. Regulatory signage indicating parking stall usage reserved for EV charging must be posted visibly near the EVCS. All signage must comply with all applicable local, state, and federal standards.
    - i. EV charging station installations for private fleet charging that are only accessible to authorized personnel are exempt.
  - d. EVCS must remain in service at the Premises specified on the Application for a minimum of three (3) years.
    - i. Each EV Charging Station must be maintained in good working order for at least three (3) years via a maintenance agreement and/or extended warranty.
  - e. No EV charging station shall displace or reduce accessible stalls required by the Americans with Disabilities Act Accessibility Guidelines.
- 5) Each EVCS must meet all City, County, State and Federal government requirements regarding local conditions, restrictions, codes, rules and regulations. All permits necessary regarding the installation of the EVCS and any other support equipment required or necessary for the proper and safe installation of the EVCS must be obtained to be eligible for the rebate.
  - a. Hawai'i Energy reserves the right to verify and inspect the EVCS at any time with reasonable notice.
- 6) Hawai'i Energy reserves the right to modify, amend or terminate the program, in whole or in part, at any time and for any reason without prior notice.
- 7) Addresses for incentivized EVCS may be published for tracking and reporting purposes.
- 8) Hawai'i Energy may place a sticker, decal, or QR code on rebated EVCS units to increase awareness of Hawai'i Energy programs. Hawai'i Energy would provide advance notice to the Applicant beforehand. Applicants may opt out in writing at any time.



## EQUIPMENT SPECIFICATIONS

- 1) Equipment requirements for eligible EV Charging Stations in this incentive program are as follows:
  - a. AC Level 2 charging station that:
    - i. Utilizes alternative current (AC) electricity providing at least 3 kW
    - ii. Is network-capable (i.e., able to connect with a network provider)
    - iii. Is capable of providing electricity from a non-vehicle source to charge the batteries of one or more EVs
    - iv. Meets recognized standards and protocols, including but not limited to SAE J1772 and Tesla protocol
    - v. Is designed and installed in compliance with Article 625 of the National Electrical Code to appropriate Nationally Recognized Testing Laboratories' standards
  - b. DC Fast-Charging charging station that:
    - i. Utilizes direct current (DC) electricity providing 40 kW or greater
    - ii. Is network-capable (i.e., able to connect with a network provider)
    - iii. Meets recognized standards and protocols, including but not limited to SAE J1772, Tesla protocol, and CHAdeMO protocol
    - iv. Is designed and installed in compliance with Article 625 of the National Electrical Code to appropriate Nationally Recognized Testing Laboratories' standards
- 2) All costs incurred for the purchase and installation of EV Charging Stations are the responsibility of the Applicant.
- 3) Equipment installation must be carried out by a qualified and licensed contractor.
- 4) See Terms & Conditions for more details.

## FEDERAL TAX ID OF PAYEE/TAXABILITY

- As part of the incentive application process, Hawaii Energy is required to comply with IRS reporting requirements. In order for the Program to meet these requirements, the Applicant will need to submit IRS form W-9 with its application. It is understood that based on the Applicant's tax status and rebate amount, the Applicant may receive IRS Form 1099 from Hawaii Energy showing tax eligible rebate/incentive amounts.

## APPLICATION SUBMISSION AND REVIEW

- An application may be submitted as soon as project funding and/or authorization are secure.
- Further detailed information may be requested for projects that pass the first screening.
- Applications and supporting documents will be reviewed by Program staff who may contact the customer if further information or clarification is required.
- Applications and supporting documents will be reviewed by Program staff who may conduct an on-site inspection to verify the installation of eligible equipment. Upon receipt and verification of all required documentation, an incentive check will be issued. Please allow 6 to 8 weeks for processing. The following documents are required to be submitted:
  - Application form, product specification sheet(s), paid invoice(s) for equipment and installation, W-9 tax form (current year) and photos of the installation.
- **Email completed application and all supporting documents to: [HawaiiEnergyEVCS@leidos.com](mailto:HawaiiEnergyEVCS@leidos.com).**

## QUESTIONS

For questions, email [HawaiiEnergyEVCS@leidos.com](mailto:HawaiiEnergyEVCS@leidos.com) or call the Business Program at (808) 839-8880 (O'ahu) or toll-free at (877) 231-8222 (Neighbor Islands).

*Hawaii Energy's mission is to empower island families and businesses to make smart energy choices that reduce energy consumption, save money and pursue a 100% clean energy future.*

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## Hawai'i Energy Terms and Conditions

### 1) Incentives:

Subject to these Terms & Conditions, Hawai'i Energy (the Program) will pay incentives for the installation of qualified and verified Electric Vehicle Charging Stations (EVCS) that meet eligibility.

### 2) Eligibility:

- a) "Applicant" must be, in the state of Hawai'i: an individual; nonprofit or for-profit corporation; local, state or federal government agency; homeowner association or authorized entity acting on behalf of other types of multi-unit dwellings; or any other eligible entity as defined under the rules adopted for the EVCS incentive program. The Applicant can reassign the incentive payment to the trade ally or designated third party. Applicants are ultimately responsible for the compliance with these terms and conditions.
- b) Qualifying equipment is defined as:
  - A new AC Level 2, single-port electric vehicle charging station with network connectivity,
  - A new AC Level 2, multi-port electric vehicle charging station with network connectivity; or
  - A new DC Fast-Charging electric vehicle charging station with network connectivity.
- c) Incomplete and/or unsigned applications will be returned unprocessed.
- d) For completed projects, a completed application including invoices and other supporting documents must be received within 12 months from the EVCS effective date unless otherwise specified.
  - Applicants that have installed a qualified EVCS between July 1, 2023 through June 30, 2025 may submit an application and required documentation within 12 months of the date that a qualifying EVCS was installed, activated and available for use ("EVCS effective date").

### 3) Installation Verification and Data Collection:

- a) The Program may conduct an inspection of the facility to verify pre-installation conditions or confirm installation prior to incentive payment, at any time after receipt of the application and up to three (3) years after the payment of incentive.
- b) The Applicant must provide reasonable access to the facility, the installed equipment, and related documentation and data needed to verify the application.
- c) The Program must be given access to the installed equipment's usage log for program data collection, measurement and verification purposes.

### 4) Compliance:

The Applicant is responsible to abide by all applicable laws, rules and regulations, and comply with all federal, state, and local codes. Applicant agrees that if the equipment specified in this application is removed within a period of three (3) years, it will return to Hawai'i Energy the incentives that were provided.

### 5) Program Availability:

Payment of rebates is not guaranteed and is subject to the availability of funds.





**6) Disclaimers:**

- a) The Program is not responsible for any tax liability imposed on the Applicant as a result of the payment of any incentive.
- b) The Program is not responsible for obtaining any missing information, signatures, invoices or going to the installation site or contacting the Applicant to inform Applicant of incomplete or missing documentation.
- c) The Program does not expressly or implicitly warrant the performance of installed equipment, the quality of any contractor's work, or that the EVCS will result in any energy or cost savings.
- d) The Program is not responsible for the proper disposal or recycling of any waste generated as a result of this project.
- e) The Program does not endorse any particular market provider, trade ally, manufacturer, product, laborer or system design by offering this Program.
- f) The Program does not guarantee that funding will be available for payment of incentives until this application has been verified and approved by Hawai'i Energy. Submission of the application does not warrant payment under any circumstances should the application not be approved or funding is not available.
- g) The Program reserves the right to modify, amend or terminate the program, in whole or in part, at any time and for any reason without prior notice.
- h) Addresses for incentivized EVCS may be published for tracking and reporting purposes.

**7) Indemnification and Limits of Liability:**

- a) Applicant will indemnify, defend, and hold harmless the Program and its administrator Leidos, Inc., and the Program's and State of Hawai'i's agents, contractors, employees, officers and directors from any and all liability, claims, loss, damage, death or injury including reasonable attorneys' fees and costs, arising out of or relating to the field or site inspection, installation, use and maintenance of the equipment, designs, practices or methods involved in the Applicant's project.
- b) In no event shall either the Program, or any other indemnified party be liable for any punitive, exemplary, special, indirect, incidental or consequential damages (including, but not limited to, lost profits, lost business opportunities, loss of use or equipment down time, and loss of or corruption to data) arising out of or relating to this agreement, regardless of the legal theory under which such damages are sought.

**8) Federal Tax ID of Applicant:**

Applicant must submit to Hawai'i Energy all the payee information and the IRS Form W-9 with their application for processing of the IRS Form 1099 (most current version from IRS website and dated in the current year). It is understood that Hawai'i Energy may forward a copy of the IRS Form 1099 to the applicant at the end of the calendar year, should IRS Form 1099 apply.

**9) Entire Agreement:**

The entire agreement between the Applicant and the Program is composed of an approved, fully-executed application, and, as applicable, attachments to the application and/or worksheet, pre- installation approval letters, invoices, receipts and any and all such other documentation as required by the Program.

Rebates will be available on a first-come first-served basis for approved applications subject to availability of funds. Please see the Hawai'i Energy website at [www.hawaiienergy.com/evcs](http://www.hawaiienergy.com/evcs) for a running tally of remaining available funds.