

Smart Charging Infrastructure Pilot Program



PARTICIPATION GUIDE

Version 1.2

Determine the Best Electric Vehicle Charging Solution for You

- **Review program details and ensure your site is eligible for participation. Reference [Frequently Asked Questions](#)**
- **Determine your electric vehicle (EV) charging goals and budget**
- **Gauge interest in having EV charging services at your site**
 - Determine existing and future demand for EV charging at your site. This will allow you to assess the appropriate number of charging stations for your site.
- **Select Project Champion/Lead**
 - Select a member of your organization to oversee the charging station development.
- **Review Electrical Access**
 - Locate power supply and access to electrical panel or circuit from parking
 - Determine if electrical upgrades will need to be made
 - Consult an electrician for assistance, as needed
- **Apply to the Pilot Program**
 - Follow the steps below to confirm Pilot Program participation, select approved charging equipment, complete construction, and initiate your rebate application.

Help Other Members of the Community Participate in the Pilot Program

- **Host a ribbon cutting or dedication ceremony, send a press release, notify local news, or plan a community event (if safe).**
- **Publicize the charging station throughout your organization—allow your stakeholders to take advantage of your efforts!**
- **Become a Dominion Energy Smart Charging Infrastructure Program Champion! Ask your Dominion Energy representative about contributing a testimonial about your experience.**

Apply to the Pilot Program

- 1. Register to the Program**
 - Register at the [Web-based Application Portal](#)
 - Provide general customer and site information
 - Reach out if you have questions
- 2. Submit Program Forms**
 - Submit Site Plan, if applicable
 - Engage qualified contractor to receive a project bid, provide construction schedule

Note: Requesting bids for multiple locations on your site is best practice as pricing may vary based on proximity to existing electrical infrastructure.
- 3. Confirm Participation Approval from the Pilot Program Team**
- 4. Install Charging Station**
 - Procure equipment based on the [Qualified Vendor List](#)
 - Select desired hardware based on desired charging station power level and specifications
 - Select desired network
 - Work with your local permitting office and contractor to determine if permitting is necessary for your charging station(s)
 - Work with your contractor to ensure charging station installation will be completed according to local code requirements. Complete construction and charging station installation
- 5. Verify Project Completion**
 - Provide verification of permit(s)
 - Share site photos of completed charging station(s) installation
 - Provide copies of installation, equipment, and network paid receipts
 - Provide verification of network connectivity report
- 6. Receive Rebate Payment!**
- 7. Contact Information**
 - Website: [DominionEnergy.com/SCIP](https://www.dominionenergy.com/SCIP)
 - Email: DominionEnergySCIP@guidehouse.com
 - Phone: **1-833-644-0830** during business hours (M-F from 8am to 5pm EST)