

**Proposal Form:
Municipal and State Agency Electric Vehicle (EV) Charging Station Incentive Program**

Instructions

Complete all sections of this form. All proposals must be received by 5:00 p.m. on Tuesday, July 12, 2016 to be considered. Proposals should be submitted to Patrice.Kelly@ct.gov at the Connecticut Department of Energy and Environmental Protection (DEEP). Questions may be directed by e-mail to Patrice.Kelly@ct.gov.

Program Description

This opportunity offers assistance to promote electric vehicle (EV) use by expanding the network of publicly-accessible EV charging stations in Connecticut. The stations will bear the “EVConnecticut” logo and will be on property available for public use, at major traffic generators such as downtown areas and other central destinations that are underserved by existing charging stations.

Available Funding:

DEEP is offering two levels of funding depending on the degree to which a proposal satisfies the preferential criteria for the program. For the higher level of funding, up to 100% of the project cost will be available for projects which are accessible to the public at no cost, 24 hours a day, seven days a week and located at a major traffic generator, such as a downtown area or other central destination that that will attract maximum use. For these priority areas, the maximum award available will be \$10,000 for allowable costs¹ associated with the installation of one dual-head or two single-head Level 2 charging stations. The lower level of funding will provide up to \$4,000 toward allowable costs for one dual-head or two single head Level 2 charging stations. An applicant may submit proposals for more than one location. A town or agency that owns a commuter parking lot or other parking area where the public is allowed to park for 10 hours per day or longer, is eligible to obtain funding for the purchase and installation of two-outlet Level 1 EV charging station(s) at such lot. The maximum amount available for an eligible Level 1 unit is \$2,000.00, with a maximum per location of \$10,000.00.

Preferential Criteria

Proposed projects will be evaluated based on cost effectiveness, the potential for early completion and operation, and on the overall economic benefits to Connecticut. Proposed projects will be ranked for funding according to the preferential criteria outlined in the [program criteria document](#). These are preferences, not requirements.

Part I: Applicant Information

Name & Title of Applicant:					
Name & Title of Person Completing Application: <i>(if different from above)</i>					
Town/Agency Name:					
Address:					
City:		State:		Zip Code:	
Telephone:					
E-Mail:					
Additional Contact if Required <i>(Name/e-mail)</i>					

¹ Allowable costs are limited to the cost of charging station(s) and necessary installation and site preparation expenses.

Part II: Preferential Criteria: *Check all that apply*

Applicant commits to make the EV charging station readily available to the public at no fee ² for, at least, the next three years.	<input type="checkbox"/>
Applicant commits to having the charging stations operational and available to the public 24 hours a day, seven days a week.	<input type="checkbox"/>
Location will provide	
• Lighting	<input type="checkbox"/>
• Shelter from inclement weather for drivers to wait while their EV is charging ³	<input type="checkbox"/>
EV charging station(s) will be located at a major traffic generator, which is defined as an important regional attraction, event, or facility that attract persons or groups from beyond a local community, city, or metropolitan area; it can include downtowns, town halls, libraries or recreation centers.	<input type="checkbox"/>
EV charging station(s) will be located within walking distance of dining, retail, and/or entertainment opportunities.	<input type="checkbox"/>
EV charging station(s) will be located along major thoroughfares and in high traffic areas.	<input type="checkbox"/>
EV charging station(s) will be located along transportation corridors, including state highways.	<input type="checkbox"/>
EV charging station(s) will be located at high profile/high traffic locations such as train stations and airports.	<input type="checkbox"/>

Part III: Project Information

How many EV charging stations do you plan to install?	
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Project Details: <i>(Please use additional forms for multiple installations)</i>	
Address of Proposed Installation: Provide name of facility, street address, street intersection and/or latitude/longitude and city.	
Will the EV charging station(s) be located at a parking facility indoors or outdoors?	<input type="checkbox"/> Indoors <input type="checkbox"/> Outdoors
Will the EV charging stations be pedestal, wall-mounted or overhead unit(s)?	<input type="checkbox"/> Pedestal <input type="checkbox"/> Wall-Mounted <input type="checkbox"/> Overhead
Is there electricity at the proposed installation site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the site lighted at night?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there shelter at the proposed installation site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
During what hours is the proposed installation site open to the public?	

² Applicants may assess a fee for use of the charging station(s), provided they have also submitted for approval a business plan for an open access payment system that accepts major credit cards and allows immediate access to the charger with no additional required contact. If you plan to have motorists pay for the charging, submit a business plan that meets these requirements with the application. **100% funding is not available for this option.**

³ Shelter is someplace, a restaurant, library, ect., where motorists can wait while charging, not a carport over the charger.

Please list any restaurant, retail, entertainment, or tourist destinations within walking distance or any other, significant, preferential criteria that you wish to highlight from Part II. (This cell will expand as needed.)			
Project Timeline:	Project Start Date:		Project End Date: <i>(no later than 9/28/16)</i>

Proposed Budget:		
Please provide a list of the expenses for the EV(s) and EV charging station(s) with installation.		
Line Item:		Cost⁴
Number of EV Chargers, Brand & model(s)		
Site Preparation for Charging Stations (labor & materials)		
Installation of Charging Stations (labor & materials)		
Other (please specify)		
Total Project Cost:		

Balance of Funds:	
Applicants attest they can secure the funds for the EV(s), the chargers and for operation and maintenance.	<input type="checkbox"/>
What is the source of these funds?	
What is the timeline for securing these funds? <i>(Budget approval process dates)</i>	

Part IV: Terms & Conditions

Terms and Conditions:
All applicants must either
a. Provide charging at no cost to the public for the first three years of operation, or
b. Provide a business plan to cover the charger’s operating costs including an open access payment system; major credit cards must be accepted for immediate access to the EV charging station with no phone call or other contact required. Attach business plan if applicable.
Applicants must agree to maintain and operate the EV charging station(s) as publicly-accessible units.
Applicants must agree to operate the EV charging station(s) as a not-for-profit venture for the lifetime of the unit(s).
Applicants must agree to maintain and operate the charging station(s) for a minimum of three years.
Applicants must comply with Public Act 16-135, as required.
Applicants must agree to the posting of location & availability information on the U.S. Department of Energy’s and/or DEEP’s website.

⁴ Note that DEEP’s reimbursement for EV chargers will not exceed values specified in [state procurement contracts](#).

Applicants must complete the project by	
<ul style="list-style-type: none"> • Procuring and installing the EV charging station(s) specified in their application no later than September 28, 2016. Note that DEEP’s reimbursement for charging stations will not exceed values specified in state procurement contracts, and • Meeting commitments made in the application to provide <ul style="list-style-type: none"> ○ Installation of signage provided by DEEP, ○ Lighting, ○ Shelter from inclement weather for drivers to wait while their EV is charging (if checked on proposal form), and ○ Operation 24 hours/day, 7 days/week, or limited hours as specified in proposal. 	
Before being reimbursed, Recipient must complete and submit the attached Reimbursement Checklist and demonstrate full operation of the publicly-accessible EV charging station(s) and use of approved signage by	
<ul style="list-style-type: none"> • Providing invoices and proofs of payment for the charging station(s) and their installation, • Providing photographs of the completed installation, with posted signs, and • Certifying that charging station(s) is/are fully operational or “in use.” • Providing documentation of site control⁵ for the charging station installation site if requested. 	
Recipients must also provide a signed payment request, on letterhead, for the allowable costs to be reimbursed. A transfer invoice will also be required for state agencies.	
<p>By checking this box, Applicant attests to have read and understood the terms and conditions listed above, and agrees to comply with these terms and conditions if awarded funding.</p>	<input type="checkbox"/>

⁵ Site Control means (1) ownership of, a leasehold interest in, or a right to develop a site for the purpose of constructing the EV Charging Station; (2) an option to purchase or acquire a leasehold site for such purpose; or (3) an exclusivity or other business relationship between the Applicant and the entity having the right to sell, lease or grant the Applicant the right to possess or occupy a site for such purpose. Documentation for verification may be requested.