

Proposal Form: Publicly-Accessible Electric Vehicle (EV) Charging Station Projects

Instructions

Complete all sections of this form. All proposals must be received by 5:00 p.m. on Thursday, May 26, 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.¹ For the higher level of funding, up to one half 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 is presently underserved by EV chargers. For these priority areas, the maximum award available will be \$10,000 for allowable costs² associated with the installation of one dual-head or two single-head charging stations at a single location. The lower level of funding will provide up to \$4,000 toward allowable costs for one dual-head or two single head charging stations at one location. Awards will depend on the degree to which proposals satisfy the preferential criteria. An applicant may submit proposals for more than one location.

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, who must own the property³				
Name & Title of Person Completing Application <i>(if different from above)</i>				
Business/Organization Name:				
Address:				
City:		State:		Zip Code:
Telephone:				
E-Mail:				
Additional Contact if Required <i>(Name/e-mail)</i>				

¹ Funding is made available pursuant to the Northeast Utilities-NStar merger agreement of April 2012.

² Allowable costs are limited to the cost of charging station(s) and necessary installation and site preparation expenses.

³ If the proposal is prepared by a tenant or lessee, the application must be submitted in the name of the owner of the property on which the proposed charging unit will be installed; the property owner is the Applicant and will receive the reimbursement.

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

Applicant commits to make the EV charging station readily available to the public at no fee for, at least, the next three years. ⁴	<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"/>
EV charging station(s) will be located in areas underserved by EV charging stations.	<input type="checkbox"/>
Location will provide	
• Lighting	<input type="checkbox"/>
• Shelter from inclement weather for drivers to wait while their EV is charging ⁵	<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?	
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. <i>(This cell will expand as needed.)</i>	

⁴ 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.

⁵ Shelter is someplace, a restaurant, library, ect., where motorists can wait while charging, not a carport over the charger.

Project Timeline:	Project Start Date:		Project End Date: <i>(no later than 7/29/16)</i>	
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Proposed Budget: Please provide a list of the expenses for the EV(s) and EV charging station(s) with installation.		
Line Item:		Cost⁶
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:	
Applicant attests 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 <ol style="list-style-type: none"> 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 agree to the posting of location & availability information on U.S. Department of Energy website.
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 July 29, 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,

⁶ Note that DEEP's reimbursement for EV chargers will not exceed values specified in [state procurement contracts](#).

<ul style="list-style-type: none"> ○ Lighting, 	
<ul style="list-style-type: none"> ○ Shelter from inclement weather for drivers to wait while their EV is charging (if checked on proposal form), and 	
<ul style="list-style-type: none"> ○ Operation 24 hours/day, 7 days/week, or limited hours as specified in proposal. 	
<p>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</p> <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 property ownership for the charging station installation site if requested. 	
<p>Recipients must also provide a signed payment request, on letterhead, for the allowable costs to be reimbursed.</p>	
<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"/>

**Existing and Proposed, Publicly-Accessible EV Charging Stations
February 2016**

