

2018

# Electric Vehicle Supply Equipment (EVSE) Grant Program

## Program Description



Photo Credit: Gina Campoli

# Electric Vehicle Supply Equipment (EVSE) Grant Program

Administered by Vermont Department of Housing & Community Development (DHCD) in coordination with the Vermont Department of Environmental Conservation (DEC), the Vermont Public Service Department (PSD), the Vermont Department of Health (VDH), and the Vermont Agency of Transportation (VTrans)

## 2018-2019 Program Description and Requirements

### Overview

The State of Vermont wishes to expand the statewide network of electric vehicle charging stations (also called Electric Vehicle Supply Equipment, or EVSE) in accordance with the Vermont Beneficiary Mitigation Plan of the Volkswagen Environmental Mitigation Trust.

### Beneficiary Mitigation Plan Objectives

The primary objective of the Environmental Mitigation Trust (EMT) is to reduce emissions of nitrogen oxides (NOx) from mobile sources, and to mitigate the excess NOx emissions that were released into the atmosphere through the operation of diesel vehicles equipped with illegal defeat device software. Vermont will work to implement its allocation under the EMT to:

- Reduce NOx emissions from mobile sources, eligible for replacement or repower, in the most cost-effective way possible;
- Demonstrate the feasibility of all-electric or other NOx mitigating alternatively fueled heavy-duty and transit vehicles and begin to catalyze market transformation; and
- Maximize public and private investment in electric vehicle charging infrastructure.

### Available Funding

Up to \$2.4 million in grants are available to install charging equipment at qualified locations within the State of Vermont. Funds are available until they are fully invested and may be disbursed until October 2027. Qualified grantee costs are reimbursed after the installation of the EVSE project is completed and required documentation is complete. The availability of this funding is contingent upon the Trustee's approval of funding requests made by the Agency of Natural Resources and the subsequent transfer of funds.

Please direct questions to Gary Holloway, Downtown Program Coordinator at [gary.holloway@vermont.gov](mailto:gary.holloway@vermont.gov) or 802-828-3220.

### Eligible Grantees

Governments (Federal, State, municipal, public education institutions, public utilities, and other public institutions), businesses, non-profits, homeowner associations, electric utilities, and EVSE equipment providers.

**Please Note:** If the applicant is not the landowner, the landowner must authorize the application.

### Limitations

- The total funding available for the first round in FY 2019 will be \$400,000; the State's fiscal year begins July 1 and ends June 30.
- No individual project site may receive more than \$150,000 in total grant funds.
- No county in Vermont may receive more than half of the total available funding for FY2019.
- No more than 40% of the allocated funds will be spent on direct current fast charge stations (DCFC) for the first round of funding in FY2019.
- Applicants must be in good standing with the Vermont Department of Taxes.

- Eligible projects will be competitively ranked and considered for funding according to the criteria established.
- All projects must be complete within two (2) years of the award date. Award may be rescinded, and the funds reallocated if not complete within two years.

## Eligible Activities

Funding may be used for the purchase of Level 2 or direct current fast-charge (DCFC) equipment for light-duty vehicles<sup>1</sup> according to the criteria below. Funding may also support auxiliary costs, including: permitting, design, power connection, striping, on-site signage, warranty, software, internet connection, protective devices, and eligible installation costs.

Funds may not be used to purchase or rent real-estate or pay for other capital costs (such as: construction of buildings, parking facilities, etc.), electricity costs, general operation and maintenance, or administrative costs incurred by the applicant.

## Match Requirements

The grantee’s financial match requirements are determined by land ownership and public accessibility of the EVSE.

MINIMUM MATCH REQUIRED FOR ELIGIBLE PROJECTS	
10% match <sup>2</sup>	Publicly Accessible <sup>3</sup> on Government-owned Property
20% match	Publicly Accessible <sup>2</sup> on Nongovernment-owned Property
40% match	Restricted-Access <sup>4</sup> Workplace and Multi-Unit Housing

## Application Review Process

Grant applications are due according to the schedule listed below. Completed applications will be reviewed by a Vermont EVSE Inter-Agency Workgroup (“the Workgroup”) with representatives from the: Department of Housing and Community Development, Department of Environmental Conservation, Agency of Transportation, Public Service Department, and the Department of Health.

	DEADLINE	AWARD DATE
Round 1	Fri., November 30, 2018, 4:30 pm	January 2019
Round 2	April 30, 2019	June 2019

## Technical & Financial Resources & Assistance

Choosing the best location and charging equipment to suit your needs can be technically complicated. Several online resources are available to help you plan your project:

- [Electric Vehicle Charging Installation Guide](#). Drive Electric Vermont

<sup>1</sup> For the purposes of this grant, **light-duty vehicle** means all vehicles propelled or drawn by power other than muscular power, except tractors used entirely for work on the farm, vehicles running only on stationary rails or tracks, motorized highway building equipment, road making appliances or snowmobiles, or implements of husbandry. A light duty vehicle includes: jitney, motor vehicle, specialized fuel driven motor vehicle, motorcycle, motor-driven cycle, motor-assisted bicycle, or cooperative transportation.

<sup>2</sup> Match for publicly accessible stations on government owned property may be “in-kind”.

<sup>3</sup> **Publicly accessible** means the equipment is available to the public without restriction year-round, 24 hours of the day, 7 days of the week. A site that is not maintained year-round or restricts access to customers, tenants, employees, or other consumers is not publicly accessible. A site that limits parking except while charging to manage parking dwell time is still considered publicly accessible.

<sup>4</sup> **Restricted access** means the equipment is only available to workplace employees, employer vehicles, or multi-unit housing residents.

- [Electric Vehicle Charging Station Guidebook: Planning for Installation and Operation](#). Chittenden County Regional Planning Commission. June 2014
- [Workplace Charging Resources for Plug-in Electric Vehicles](#). US Department of Energy
- [Multi-Unit Dwelling Electric Vehicle Charging Resources](#). US Department of Energy
- [Siting and Design Guidelines for Electric Vehicle Supply Equipment](#). New York State Energy Research and Development Authority and the Transportation and Climate Initiative. November 2012.
- [Fast Charging on Vermont Highway Corridors, November 22, 2017, DuBois & King, Inc. and Vermont Energy Investment Corporation](#)
- [Guidance Requirements to be Included in State Grants for Publicly Funded EVSE](#). Vermont Agency of Natural Resources. December 2016

Municipalities and schools looking for technical assistance can contact Dan Edson from Building and General Services (BGS) at [Daniel.Edson@vermont.gov](mailto:Daniel.Edson@vermont.gov) or 802-505-3386. BGS has contracted with EVSE providers to offer customized support with siting, equipment selection, installation and application submission.

Individual technical assistance on EV charging equipment, installation and siting is also available through [Drive Electric Vermont](#). They are available to help answer questions, provide guidance, and discuss EV market conditions in Vermont, including information on the number and types of EVs registered.

Projects may also be eligible for off-site directional signs according to the VTTrans installation policy. For more information contact Christopher Mercon from VTTrans at [Christopher.Mercon@vermont.gov](mailto:Christopher.Mercon@vermont.gov) or 802-498-8774.

Low-interest loans up to \$100,000 are available to support match and reimbursement costs for publicly accessible EVSE through the Vermont Economic Development Authority. Learn more [here](#).

## Eligible Locations & Minimum Criteria

To determine if your project site is eligible for one or more of the categories listed below, refer to the category. Some sites may qualify under multiple categories. Applicants must choose one category that best fits the project, site, and type of user. If the project does not meet the minimum eligibility criteria, please contact Gary Holloway, [gary.holloway@vermont.gov](mailto:gary.holloway@vermont.gov) or 802-828-3220 at the Department of Housing and Community Development for consideration in subsequent funding rounds.

### CATEGORY 1: State-Designated Centers

- Located within one of the [state-designated areas](#):
  - A downtown or surrounding ½-mile neighborhood development or planning area
  - A village or surrounding ¼-mile neighborhood development or planning area
  - A new town center or surrounding ¼-mile neighborhood development or planning area
  - A growth center
- Publicly accessible
- Level 2 and DCFC equipment

### CATEGORY 2: Highway Corridors

- Located within one-mile of an I-89, I-91, or I-93 interstate exit
- Located within one-mile of US Routes 2, 4, 7, 9, or 100
- Publicly accessible
- Access to nearby traveler conveniences (e.g. food, beverage, and restrooms) preferred.
- DCFC equipment (accompanied by optional level 2 equipment).



### **CATEGORY 3: Public Park-and Rides and Intermodal Transportation Hubs**

- Publicly-owned and operated
- Must be one of the following:
  - A park-and-ride facility shown on the Vermont Agency of Transportation's [Park-and-Ride Atlas](#)
  - A passenger bus transit hub
  - [A municipal or state airport](#)
  - A passenger rail station
- Publicly accessible
- Level 2 and DCFC equipment

### **CATEGORY 4: Major Attractions and Institutions**

- Must be one of the following:
  - A member of [Vermont Attractions Association](#) open year-round
  - A ski resort member of the [Vermont Ski Area Association](#) open year-round
  - [Colleges and Universities](#)
  - [Hospitals](#)
- Publicly accessible
- Level 2 and DCFC equipment

### **CATEGORY 5: Multi-Family Housing**

- Either new or existing, with ten (10) or more dwelling units on site
- May restrict access to residents and visitors but may not be dedicated to specific tenants, unless all spaces are served by EVSE
- Level 2 equipment

### **CATEGORY 6: Workplaces**

- Either a new or existing workplace that has (or will have upon project completion) at least five (5) year-round and full-time employees on site.
- Cannot be limited to fleet vehicles unless employee and visitor charging is also available onsite.
- Must not be dedicated (or reserved for) specific employees, unless all spaces are served by EVSE.
- Level 2 and DCFC equipment.

## **Minimum Standard Provisions Applicable to Projects**

Applications that do not meet all the following criteria are not eligible and will not be scored or considered.

### **Site Plan & Parking Standards**

- Must have nighttime illumination, unless waived by the EVSE Inter-Agency Workgroup.
- Must have a level and well-maintained surface with parking striping preferred.
- Proposals must meet ADA requirements, and provide at least one ADA-accessible EVSE near the site's main entrance with maintained and level pathways between the parking and building entrance unless otherwise approved by the EVSE Inter-Agency Workgroup to address site-specific constraints. It is not necessary to designate the accessible EVSE exclusively for disabled users.
- Must provide on-site general EVSE service sign approved by the Manual on Uniform Traffic Control Devices. See example here: [http://mutcd.fhwa.dot.gov/resources/interim\\_approval/ia13/index.htm](http://mutcd.fhwa.dot.gov/resources/interim_approval/ia13/index.htm).

- ❑ Must provide on-site EVSE parking dwell-time management sign(s) approved by the Manual on Uniform Traffic Control Devices, such as “no parking except for electric vehicle charging” (shown right), unless an equivalent is otherwise approved by the EVSE Inter-Agency Workgroup to meet site-specific needs. To ensure equipment availability, EVSE software may also include dwell-time surcharges for vehicles that occupy the space after charging is complete.
- ❑ Project design must allow vehicles to park front-to-back or back-to-front to accommodate charging port variations across different vehicles by providing cords that are long enough, unless waived by the EVSE Inter-Agency Workgroup.
- ❑ Ground and wall-mounted equipment must be protected and placed to prevent physical damage to the control device (e.g. bollards and curbing).
- ❑ Equipment must be located so charging cords do not cross sidewalks or other pedestrian walkways that could create tripping hazards or blockages.



### General Equipment Standards

- ❑ Placement and interface for publicly available EVSE must be ADA-compliant with accessible buttons and components.
- ❑ User interface must be legible in both daytime and nighttime conditions.
- ❑ Must be certified by a nationally recognized testing laboratory for outdoor use as well as able to operate in extreme temperatures (-20 to +100 degrees F).
- ❑ Must not contain advertising visible from a public road, except as permissible by Vermont’s sign law and local regulation.
- ❑ Must meet NEMA Type 3R or 4 certifications for outdoor electrical enclosures.
- ❑ Equipment and service facilities must be designed or located to prevent water from entering or accumulating within the components during conditions of flooding.

### Level 2 Equipment Standards

- ❑ Must provide at least two (2) plug connectors that service two (2) parking spaces, unless waived by the EVSE Inter-Agency Working Group to address site-specific constraints.
- ❑ Must have network monitoring capability for status (e.g. in-use, malfunction, etc.), fault reporting, energy consumption, and usage patterns.
- ❑ Must meet Society of Automotive Engineers (SAE) J-1772 standard for EV charging plug connector and operational requirements.
- ❑ Must have modular field serviceable parts, particularly for cord and J1772 connector, including a minimum cord length of 18 feet and a cord management system to keep cords off the ground and comply with National Electric Code (NEC) article 625.
- ❑ Must have charging amperage from 16-80 Amps.

### Direct Current Fast Charge (DCFC) Equipment Standards

- ❑ Must provide at least two (2) connectors that service two (2) parking spaces per equipment (even if only one vehicle may be charged at a time), unless otherwise approved by the EVSE Inter-Agency Workgroup to address site-specific constraints.
- ❑ Must have network monitoring capability for status (e.g. in-use, malfunction, etc.), fault reporting, energy consumption, and usage patterns.
- ❑ Must have reasonably proximate 3-phase power available.
- ❑ Must be a dual-protocol charging station, compatible with both CHAdeMO and SAE Combined Charging System (CCS) charging ports. (Tesla Motors has developed a CHAdeMO-to-Tesla adapter).
- ❑ Location must provide charging unit(s) with a minimum of 50kW output with sizing and configuration of the electrical infrastructure capable of providing 150kW for potential future unit upgrades, unless otherwise approved by the EVSE Inter-Agency Workgroup due to site-specific constraints.

- ❑ Must demonstrate coordination with electric utilities to ensure that there is enough capacity on the local circuit and that the applicant understands potential bill impacts, especially related to demand charges. Contact your local utility provider for more information. (See **Appendix F**, Vermont Utility Provider contact information.)
- ❑ May include optional level 2 capability.

### **EVSE Implementation & Operation Standards**

The following will be required if your application is selected for funding:

- ❑ Must be installed by a licensed electrician in accordance with all current National Electric Codes and the [Vermont Electrical Safety Rules](#).
- ❑ Must obtain a [project review sheet](#) from the Agency of Natural Resources and obtain all necessary State and local permits.
- ❑ Must be registered with the [National Renewable Energy Lab's Alternative Fuels Data](#) Center database, which syncs with [Drive Electric Vermont's Public Charging Map](#) (see **Appendix E of application**).
- ❑ Interoperability standards:
  - If the equipment is networked, it must use an open standard protocol to ensure EVSE hardware is not “locked” to a single service provider in perpetuity.
  - Must not require payment of a subscription fee or membership to use the EVSE.
  - Unless donation-based or free to the user, fee-based EVSE must accept credit card, debit card, or other common forms of payment with no additional obligations at payment and with customer service assistance available by phone 24 hours a day, 7 days a week.
- ❑ Must remain in operation for at least five (5) years, unless otherwise approved by the EVSE Inter-Agency Workgroup.
- ❑ For networked Level 2 and DCFC EVSE installations, applicant must report usage data to Vermont Public Service Department including energy (kWh), demand (kW), the number of charging sessions, the fees collected, etc.; networked installations must provide equipment with a telecommunications connection.
- ❑ Should have a minimum one-year (1) warranty, three (3) years recommended.
- ❑ Must be operated, maintained, and available year-round (including snow removal).
- ❑ Must operate with a maximum of 10% downtime in any 30-day period, and any necessary repairs must be completed within 72 hours.
- ❑ Fee-based EVSE must be easy to understand with fees fully disclosed prior to charging the consumer.
- ❑ Fee-based EVSE must disclose in the application an initial fee schedule that accounts for expenses associated with the equipment; including any anticipated fee escalation during the period of the grant agreement. The schedule should be presented in both a rate per kilowatt hour for charging and the dollars per gallon fee equivalent. The proposed fee for charging will be considered in the evaluation of applications.
- ❑ The grantee must employ an open and competitive process for the solicitation of bids and the selection of contractors for the performance of any grant assisted work.



# Electric Vehicle Supply Equipment (EVSE) Grant Program

## 2018 Application Form





# Electric Vehicle Supply Equipment (EVSE) Grant Program

Vermont Department of Housing & Community Development

## 2018-2019 Grant Application

### Submission

Please submit one electronic copy of the complete application (including “**Required Attachments,**” refer to the Checklist) to [accd.cpr@vermont.gov](mailto:accd.cpr@vermont.gov). While electronic submissions are preferred, paper applications may be submitted to:

Division for Community Planning and Revitalization  
Department of Housing and Community Development (DHCD)  
One National Life Drive, 6th Floor  
Montpelier, VT 05620-0501

**Applications are due on or before Friday, November 30, 2018, 4:30 pm. Late applications will not be accepted.**

**Please direct questions to Gary Holloway, Downtown Program Coordinator at [gary.holloway@vermont.gov](mailto:gary.holloway@vermont.gov) or 802-828-3220.**

Applications that package multiple sites, may compile and submit the information below in an Excel spreadsheet format or complete individual forms for consideration as a single package. Multi-site awards receive one payment at closeout and cannot be closed out separately.

### Summary Information

#### Applicant & Primary Contact

Name: \_\_\_\_\_ Organization/Title (if applicable): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

#### Applicant Status *(check all that apply)*

- Landowner
- Tenant
- Utility
- Equipment Vendor *(landowner will own equipment)*
- Other *(explain)*

#### Landowner *(if same as applicant, skip)*

Name: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

#### Landowner Description

- Individual
- Partnership
- Common Interest Ownership (example: homeowners’ association)
- Corporation
- Municipal Government

- State Government
- Other (*explain*)

### Project Location

*(If the site does not have an address, or the lot includes several addressed buildings, describe location.)*

Physical Address:

Other Description:

### Project Site Category

*Check here to acknowledge that your project will meet the minimum criteria in the Program Description for the category selected below.*

Please select **one** category that best describes the location:

**CATEGORY 1: STATE-DESIGNATED CENTERS**

- downtown or surrounding ½-mile neighborhood development or planning area
- village or surrounding ¼-mile neighborhood development or planning area
- new town center or surrounding ¼-mile neighborhood development or planning area
- growth center

**CATEGORY 2: HIGHWAY CORRIDORS**

- Located within one-mile of I-89, I-91, or I-93 interstate exit (list all Exits which apply)
- I-89; Exits: \_\_\_\_\_
- I-91; Exits: \_\_\_\_\_
- I-93; Exits: \_\_\_\_\_
- Located within one-mile of US Routes 2, 4, 7, 9, or 100 (Circle all Routes which apply)

**CATEGORY 3: PUBLIC PARK-AND-RIDES AND INTERMODAL TRANSPORTATION HUBS**

- Park & Ride
- Municipal or State Airport
- Passenger Rail Station
- Public Transit Hub

**CATEGORY 4: MAJOR ATTRACTIONS AND INSTITUTIONS**

- Attraction
- Ski Resort
- College or University
- Hospital

**CATEGORY 5: MULTI-FAMILY HOUSING**

- Number of dwelling units on the site: \_\_\_\_\_

**CATEGORY 6: WORKPLACES**

- Number of year-round and full-time employees on the site: \_\_\_\_\_

## Proposed Equipment

Check here to acknowledge that your project’s equipment will meet the minimum standard provisions described in the program description and complete the table below for equipment on the site.

	Existing EVSE at Location <i>(quantity)</i>	New EVSE in Application <i>(quantity)</i>	Total Connections <i>(quantity)</i>	Publicly Accessible Connections <sup>5</sup> <i>(quantity)</i>	Restricted-Access Connections <i>(quantity)</i>	New Networked EVSE in Application <i>(quantity)</i>
Level 2						
DCFC						

If any of the equipment has optional lower level capability, describe below:

## Application Scoring

Grant funds are competitively allocated. The EVSE Inter-Agency Workgroup will use the Competitive Scoring Criteria below to rank applications. The Workgroup will score all qualified projects and may award less funding than requested. Eligible projects scoring less than 60 points will not be funded. Projects are typically funded in rank order until the funds are exhausted; however, The Workgroup may fund projects at its discretion.

Applications may receive a total of **100 points**.

- Up to **60 points** will be based on an applicant’s responses to the four (4) required Base Criteria below.
- Up to **40 points** will be based on an applicant’s responses to the five (5) Priority Consideration Criteria below.

## Competitive Scoring Criteria

### Base Criteria - 60 points total

*Projects will be reviewed and scored based on each of the following four (4) Base Criteria:*

Clearly and concisely respond to the competitive criteria questions 1, 2 & 3 in the text boxes below.

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<sup>5</sup> **Publicly accessible** means the equipment is available to the public without restriction year-round, 24 hours of the day, 7 days of the week. A site that is not maintained year-round or restricts access to customers, tenants, employees, or other consumers is not publicly accessible. A site that limits parking except while charging to manage parking dwell time is considered publicly accessible.



### **1. Well Defined Project and Need – 20 points**

Provide a brief description of your project including clear identification of the project scope, purpose, and need. (For public charging locations this includes consideration of the proposed site relative to gaps in existing charging availability and how the project helps to advance the robustness of the statewide EVSE network and promote the adoption of EV's.) Clear description of the need for an EVSE in the proposed location, primary targeted users, and how this project will benefit users, the community, workplaces, housing, or other economic benefits that may result.

### **2. Project Readiness – 15 points**

Please explain the readiness of your project. Project readiness demonstrates that a project review sheet has been completed by ANR Permit Specialist, permits identified, in progress or secured, match funding secured, and realistic start-date and installation schedule. Project schedule clearly identifies realistic goals for completing the project within two years.

### **3. Cost-Effective Budget – 15 points**

Please justify your budget and provide evidence that it is well-documented, realistic, and appropriate for the project scope. Funding sources identified and secured. Project demonstrates the most cost-effective approach to siting, installation, and equipment that best meets the needs of the intended current and future users of the EVSE. Budget costs are verified and documented and itemized in the application by EVSE supplier, licensed electrician, utility, or other professional with knowledge of EVSE installation.

### **4. Overall quality of application – 10 points**

The application is complete, well-written, clearly identifies the project, and is internally consistent. The experience of the applicant team with successful installation of EVSEs, or similar projects for applicants that have not installed EVSE before, will be part of this score.

**Priority Consideration Criteria - 40 points total**

Clearly mark (“X”) next to each criterion that applies to the project. Applicant **MUST** provide a written explanation of each additional category in the space provided under the **Category** to receive points.

**1. Multiple Categories – 10 points maximum**

Check any **additional** boxes that apply (do not include the “**one** category” that was checked as the primary category under “Project Site Category” here.)

- Category 1:** State-Designated Centers (2 points)

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- Category 2:** Highway Corridors (2 points)

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- Category 3:** Public Park-and-Rides and Intermodal Transportation Hubs (2 points)

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- Category 4:** Major Attractions and Institutions (2 points)

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- Category 5:** Multi-Family Housing (2 points)

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- Category 6:** Workplaces (2 points)

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**2. All Categories - 10 points maximum**

- Future Proofing.** Applications that evaluate the site’s suitability to scale-up EVSE installation in the future without having to install additional conduit or electrical service capacity. (2 points)

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- Driver Charging Discounts.** Applications that commit to subsidizing the cost of charging for at least one (1) year. (2 points)

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- Existing High Demand.** Sites served by existing EVSE equipment where existing EVSE demand is exceeding supply. (2 points)

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- Multi-Site Applications.** Applications that package multiple sites into one application to save costs. (2 points)
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- Community Impact.** The project addresses and supports local revitalization efforts, as articulated in the municipal plan, capital budget, downtown strategic plan, or other adopted documents. (2 points)
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### 3. Publicly Accessible EVSE - 6 points maximum

- High Profile.** EVSE serving high volume roadways or similarly high-visibility and high-profile public locations. (2 points)
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- Geographic Gaps.** EVSE that fill a Level 2 or DCFC equipment system gap where no publicly accessible universal compatibility EVSE (Level 2 J1772 plug or DCFC with both SAE CCS and CHAdeMO plugs) is available within thirty (30) driving miles as shown on the [Drive Electric Vermont Public Charging Map](#). The [VTtrans 2017 report on DC Fast Charging Corridors](#) includes a map with a snapshot of DCFC gap areas. (2 points)
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- Multi-Port Applications.** Applications to install at least four EVSE connectors on one site to increase availability and meet higher demand. (2 points)
- 

### 4. Housing & Workplace Categories - 6 points maximum

- Need.** Multi-family housing with documented electric vehicles users and survey of potential users after installation. (2 points)
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- Large Housing Developments.** Multi-family housing sites with more than twenty (20) dwelling units. (2 points)
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- Sustainable Workplaces.** Evidence of employer's commitment to a sustainable workplace, such as: LEED certification or Vermont's Building Energy Standards Stretch Code Certification; incentives that encourage employees to: carpool, ride transit or telecommute; policies that discourage vehicle idling; sites that offer installed bike racks or covered bike storage. (2 points)
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## 5. Additional Match Above Minimum - 8 points maximum

*Do not check more than one box.*

- 25%-50% above match minimum (2 points)
- 50%-75% above match minimum (4 points)
- 75%-100% above match minimum (6 points)
- 100% above match minimum or higher (8 points)

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## Grantee Acknowledgement of Terms

Grantees are subject to the program's terms and conditions.

### EVSE Implementation & Operation Terms

- Must be installed by a licensed electrician in accordance with all current National Electric Codes and the [Vermont Electrical Safety Rules](#).
- Must obtain a project review sheet from the Agency of Natural Resources and obtain all necessary State and local permits.
- Must be registered with the National Renewable Energy Lab's Alternative Fuels Data Center database, which syncs with [Drive Electric Vermont's Public Charging Map \(see Appendix E of application\)](#).
- Interoperability standards:
  - Must operate network open standard protocol to ensure that the hardware is not "locked" to a single service provider in perpetuity.
  - Must not require payment of a subscription fee or membership to use the EVSE.
  - Unless donation-based or free to the user, fee-based EVSE must accept credit card, debit card, or other common forms of payment with no additional obligations at payment.
  - Customer service assistance available by phone 24 hours a day, 7 days a week.
- Must remain in operation for 5 years, unless otherwise approved by the EVSE Inter-Agency Workgroup.
- Should have a minimum one-year warranty, three years recommended.
- Must be operated, maintained, and available year-round (including snow removal). Any necessary repairs should be completed within 72 hours.
- Must operate with a maximum of 10% downtime in any 30-day period.
- Fee-based EVSE must be easy to understand and fully disclosed prior to charging the consumer, including any additional network roaming charges that apply to nonmembers.
- Fee-based EVSE must establish a reasonable rate that covers the operational, maintenance expense associated with the equipment including any expense incurred associated with equipment and installation.
- For networked Level 2 and DCFC EVSE installations, applicant must report usage data to Drive Electric VT; networked installations must provide equipment with a telecommunications connection

### Grant Closeout Terms

Grant funds will be disbursed upon completion of the project and submission of all required information identified in the grant payment provisions. The final report must be submitted no later than 60 days after the completion date and include:

- A written narrative demonstrating that each of the project elements described in the project description was completed.

- A detailed budget report listing all income and expenses for project-related activities and demonstrating that the total requested reimbursements do not exceed the approved total project cost.
- Copies of invoices, receipts, and canceled checks for all project expenditures.
- Color photographs of all the completed project elements described in the project description.
- A statement from the Grantee's signatory certifying that the contents of the final report are true and accurate.
- A completed EVSE program survey.
- Proof of site registration with the National Renewable Energy Lab's Alternative Fuels Data Center database.

## Acknowledgement

By signing this application, the landowner(s) and applicant(s) described in this application (and their agents, assigns, and successors in interest) hereby apply for a grant to develop the project described in this application and accept the following:

- Applications will not be considered properly filed unless and until all items necessary for review are complete and submitted;
- All submissions are public records available for inspection and copy;
- All representations made in this application and the materials accompanying it are true, accurate, and binding to the best of my knowledge as a party to this application; omission or misstatement of any material fact on this application (which would warrant refusing funding approval) will be grounds for denying or revoking any approval;
- Private agreements (such as permit conditions, covenants, deed restrictions, and easements) may apply; may be more or less restrictive than federal, state, or local regulations; and may affect this project proposal; it is the applicant's responsibility to identify, disclose, and comply with these agreements to ensure a smooth project and responsible investment of public funds;
- Federal and local regulations may apply, may be more or less restrictive than State regulations, and may affect this project; it is the applicant's responsibility to obtain all required local, State, and federal permits; (Call the State's permit specialist at 802-477-2241 with any questions);
- No site alterations or physical project work may commence until receipt of and in accordance with all applicable permits and approvals;
- Projects approved for funding must conform with *the EVSE implementation and operation standards* and *grant closeout requirements* shown above and in the grant agreement; it is the applicant's responsibility to ensure compliance;
- If an approved project changes, the applicant must request and receive approval to amend the project through the Department of Housing & Community Development, which will review and respond to the proposed change in consultation with the Workgroup; and
- Grantees must abide by the [Standard State Provisions for Contracts and Grants](#) otherwise known as Attachment C of the grant agreement.

## Financial Management

Please note that responses to the following questions will not impact the competitiveness of your application and will be used for grant administration purposes only.

Does your organization have an accounting system that will allow you to completely and accurately track the receipt and disbursements of funds related to the award?

Yes  No

What type of accounting system does your organization use?

Automated       Manual       Combination of both

Applicant Signature

[Redacted Signature Area]

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Landowner Signature *(if different than applicant)*

[Redacted Signature Area]

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Staff Eligibility Check

**Complete Application.** Application is complete, and the landowner has authorized the application.

Yes  No

**Financial Standing.** Potential grantees are in good standing, not (a) suspended or debarred by the Federal Government; (b) delinquent in submitting their sub-recipient annual reports; and (c) delinquent in submitting their Single Audit Reports (if required).  Yes  No

**Project Site Category Criteria.** Application meets category's minimum criteria.  Yes  No

**Project Standard Provisions.** Application meets the minimum standard provisions for site and equipment.  Yes  No



## Required Attachments

### Checklist

The complete application must contain the application form with following attachments:

- 1) Municipal Resolution (if applicable)
- 2) Permit Summary and State Project Review Sheet
- 3) Project Site Plan and Photographs
- 4) Technical Equipment Specifications
- 5) Fee/Rate Structure Statement
- 6) Project Schedule
- 7) Budget Worksheet (Appendix A)

### 1) Municipal Resolution

If applicant or landowner is a municipality, attach a copy of the municipal resolution showing the project and application are authorized by the municipality. (See **Appendix D** for resolution template.) An authorized municipal official, such as the Town Administrator or Selectboard Chair, may sign the application above.

### 2) Permit Summary & State Project Review Sheet

Attach completed Agency of Natural Resources [Project Review Sheet](#) along with a list of any additional permits that may be necessary. Summarize your approach and the approximate timeline for these permits. The project review sheet must be completed by a permit specialist from your region. (Note: please allow at least 2 weeks to obtain the project review sheet.)

### 3) Site Plan and Photographs

Attach a project site plan that shows existing and proposed conditions, including aerial map, property boundaries, buildings, and streets – with the location of the project clearly marked. (See **Appendix B** for sample site plan). Attach labeled, color photographs of the project site and surroundings, especially adjacent or nearby buildings impacted by the project. If the project involves or impacts historic buildings, include photos of elements or materials that will be removed, altered or repaired. Photographs should be labeled with the project name or description, location/address, and the view, such as EV Charging Station at Welcome Center, 50 Main Street. (See **Appendix C** for sample pictures.)

### 4) Technical Equipment Specifications

Attach relevant technical specifications for equipment.

### 5) Fee/Rate Structure

Fee-based EVSE must be easy to understand with fees fully disclosed prior to charging the consumer. Applicants must disclose in the application a fee schedule that accounts for expenses associated with the equipment -- even if the applicant commits to subsidizing the cost of charging for at least one (1) year under priority consideration. Briefly describe what fees and rates users will pay, including any dwell time charges. The schedule should be presented in both a rate per kilowatt hour for charging and in the dollars per gallon fee equivalent.

### 6) Project Schedule

Attach a project schedule that demonstrates that the project will be completed within two years. Explain how the improvements can be made with minimal disruption to existing utilities or other public infrastructure and describe how the project will be completed within the grant timeline. If part of a larger capital improvement project, please show how this project fits into the overall timeline.

### 7) Budget Worksheet

Complete **Appendix A**.

## Appendix A: Budget Worksheet

Complete the budget form below itemizing the scope of work and the sources and amounts of all project funds. Please indicate the status of each fund and attach this sheet to the application.

**Note:** Funding may be used for the purchase of Level 2, or direct current fast-charge (DCFC) equipment for light-duty vehicles according to the criteria below. Funding may also support auxiliary costs, including: permitting, design, power connection, striping, on-site signage, warranty, software, internet connection, protective devices, and eligible installation costs.

Funds may not be used to purchase or rent real-estate or pay for other capital costs (such as: construction of buildings, parking facilities, etc.), electricity costs, general operation and maintenance, or administrative costs incurred by the applicant.

### Itemized Project Budget

Item Description	Quantity	Unit Cost	Total Cost
Total			

### Funding Sources

Funding Source	Status of Funding	Amount
Total		

# Appendix B: Sample Site Plan & Location Map

1 Abenaki Way, Winooski, VT



June 14, 2018

Points



Override 1

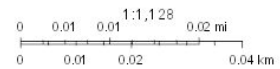


Override 2

Override 1

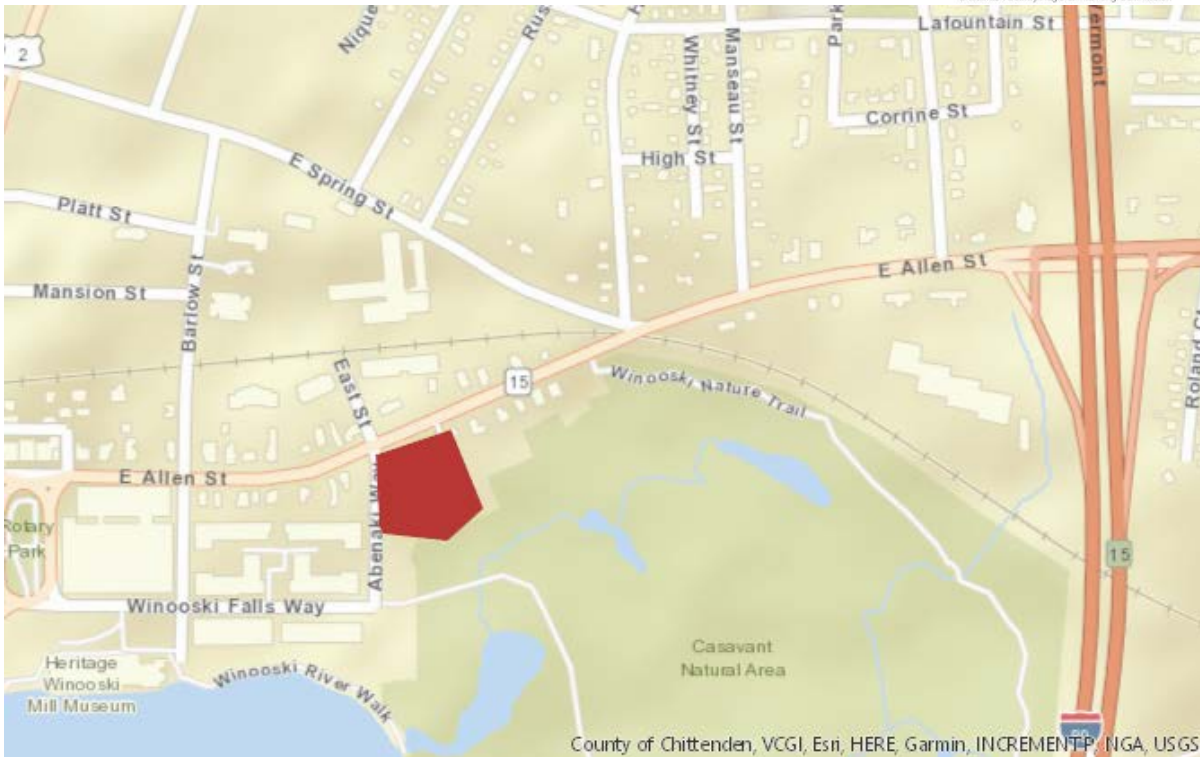


2014 Tax Parcel Boundary



VCGI, DigitalGlobe

Chittenden County Regional Planning Commission



County of Chittenden, VCGI, Esri, HERE, Garmin, INCREMENT P, NGA, USGS



## Appendix C: Sample Site Photos



Looking NW from EVCS location stake toward service panel and Main Street Bridge

## Appendix D: Municipal Resolution

Application or Grant # \_\_\_\_\_

### RESOLUTION FOR ELECTRICAL VEHICLE SUPPLY EQUIPMENT

WHEREAS, the Municipality of \_\_\_\_\_ is applying for funding as provided for in the FY 2019 Budget Act and may receive an award of funds under said provisions; and

WHEREAS, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

WHEREAS, the municipality has voted at an annual or special meeting to provide local funds for an electric vehicle charging station,

Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds of \_\_\_\_% of total project cost;
2. That the Municipal Planning Commission recommends applying for said Grant;

\_\_\_\_\_  
(Name of Planning Commission Chair)

\_\_\_\_\_  
(Signature)

3a. That  
(Name) \_\_\_\_\_ Title \_\_\_\_\_

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/Authorizing Official (M/AO) and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

3b. (Alternate Authorizing Official for redundancy)  
That (Name) \_\_\_\_\_ Title \_\_\_\_\_

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Select Board Member, is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/ Authorizing Official (M/AO) and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

Appendix 3c. That (Name) \_\_\_\_\_ Title \_\_\_\_\_

is hereby designated as the Grant Administrator, the person with the overall Administrative responsibility for the Electric Vehicle Supply Equipment grant activities related to the application, and any subsequent Grant Agreement provisions.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.



LEGISLATIVE BODY

*(name)*

*(signature)*

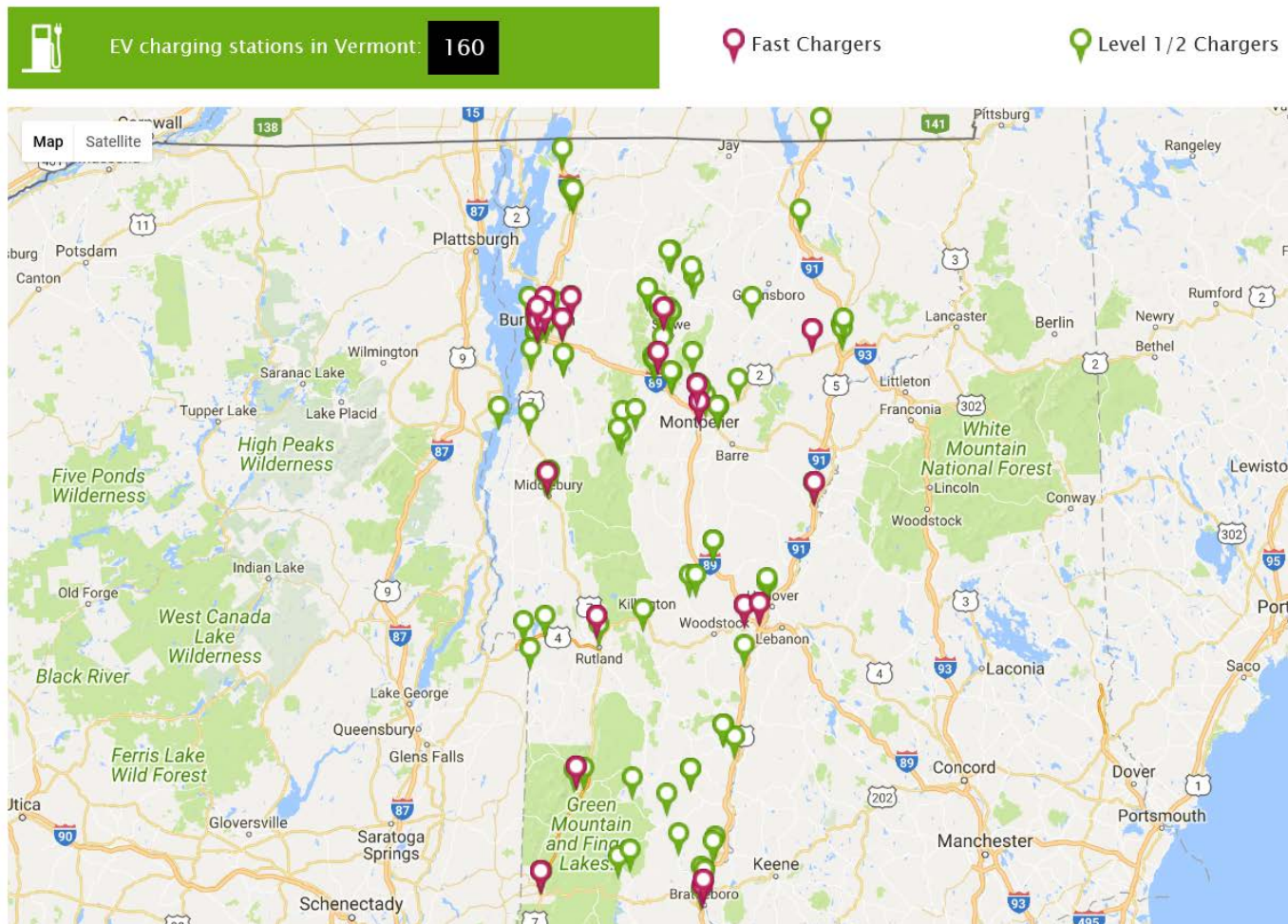
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

INSTRUCTIONS FOR RESOLUTION FORM

- A. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be typed on municipal letterhead, filling in the name of the municipality, the Legislative Body (e.g., Board of Selectmen), and the name and title of the Municipal/ Authorizing Official(s)(M/AO(s); and the Grant Administrator.
  
- B. Following formal adoption, the Resolution must be signed by a majority of the legislative body. The Chair of the Planning Commission must also sign upon endorsement by vote of the Planning Commission.
  
- C. This form must be included in the grant application e-mailed to [accd.cpr@vermont.gov](mailto:accd.cpr@vermont.gov), or mailed to:

Electric Vehicle Supply Equipment Grant  
Department of Housing and Community Development  
One National Life Drive, Sixth Floor  
Montpelier, VT 05620-0501

## Appendix E: Electric Vehicle Charging Station Map



<https://www.driveelectricvt.com/charging-stations/public-charging-map>

## **Appendix F: Vermont Electric Utility Providers**

### **Stowe Electric Department**

Matthew Rutherford  
Office: 802-253-7215  
[mrutherford@stoweelectric.com](mailto:mrutherford@stoweelectric.com)

### **Burlington Electric Department**

Tom Lyle  
Office: 802-865-7335  
[tlyle@burlingtonelectric.com](mailto:tlyle@burlingtonelectric.com)

### **Green Mountain Power**

Jeffrey Monder  
Office: 802-770-3392  
[Jeff.Monder@greenmountainpower.com](mailto:Jeff.Monder@greenmountainpower.com)

### **Vermont Public Power Supply Authority**

Melissa Bailey  
Office: 802-882-8509  
[mbailey@vppsa.com](mailto:mbailey@vppsa.com)

### **Vermont Electric Cooperative**

Michael Beaulieu  
Office: 802-635-2331  
[mbeaulieu@vermontelectric.coop](mailto:mbeaulieu@vermontelectric.coop)

### **Washington Electric Cooperative**

Bill Powell  
Office: 802-223-5245  
[bill.powell@wec.coop](mailto:bill.powell@wec.coop)