

2019

# 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)

## 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 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 million in grants are available to install charging equipment at qualified locations within 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 Manager 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 second round in FY 2019 will be \$400,000; the State's fiscal year begins July 1 and ends June 30.
- No funding shall be awarded for EVSE mandated under federal, state, or local requirements (such as a land use permit).
- 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 in this grant round.
- No more than 40% of the allocated funds will be spent on direct current fast charge stations (DCFC) for the second round of funding in FY2019. The EVSE Workgroup reserves the right to fund an application for a DCFC that fills an identified gap in the DCFC charging network over a higher scoring DCFC application that does not fill such a gap.
- 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.
- **Funding may not be used for any purchases or work completed prior to grant commencement.**
- 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. **No funding shall be awarded for EVSE mandated under federal, state, or local requirements or previously required by private contract.**

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<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.

## 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>3</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

April 30, 2019

### AWARD DATE

July 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
- [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

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<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 general EVSE-driving public without restriction year-round, 24 hours of the day, 7 days of the week. 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 not publicly accessible, including sites that are not maintained year-round or reserve access for customers, tenants, employees, fleet vehicles, or other specified EVSE users.

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 VTrans installation policy. For more information contact Kristin Driscoll from VTrans [Kristin.Driscoll@vermont.gov](mailto:Kristin.Driscoll@vermont.gov) or 802-424-6338.

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](#).

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

Applications that do not meet all the criteria listed in the application are not eligible and will not be scored or considered. **Certain standards may be waived by the EVSE Inter-Agency Workgroup upon request by the applicant, where applicable.**

### **Eligible Locations & Minimum Criteria**

To determine if your project location is eligible for one or more of the categories see application, and refer to the category's requirements. Some locations may qualify under multiple categories.

# Electric Vehicle Supply Equipment (EVSE) Grant Program

## 2019 Application Form



# Electric Vehicle Supply Equipment (EVSE) Grant Program

Vermont Department of Housing & Community Development

## 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, 6<sup>th</sup> Floor  
Montpelier, VT 05620-0501

**Applications are due on or before Tuesday, April 30, 2019, 4:30 pm. Late applications will not be accepted.**

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

### Summary Information

#### Applicant & Primary Contact

Name:

Organization/Title (if applicable):

Mailing address:

Email address:

Phone number:

**Financial Summary** (The following information will populate corresponding fields in the budget worksheet, page 24)

**Total Project Cost:**

**Grant Funding Requested:**

**Minimum Required Applicant Match:**

**Additional Applicant Match Amount:**

**Applicant's Total Contribution to Project Costs:**

## Project Summary

Project Name:

Brief Project Description: (<80 words)

Example: *The project will install two, level-two charging stations with four connections for four publicly accessible electric vehicle parking spaces at the Paradise, Vermont Free Library, located in the designated village center at the intersection of Calvin Coolidge State Highway and Rumblestrip Road.*

## Project Location

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

Physical Address:

Other Description:



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

- Landowner
- Tenant
- Utility
- Equipment Vendor/Lessor
- 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 (examples: town, school, or solid waste district)
- State Government
- Other *(explain)*

## Eligible Locations & Minimum Criteria

To determine if your project location is eligible for one or more of the categories listed below, refer to the category's requirements. Some locations may qualify under multiple categories.

**Applicants must choose one category that best fits the project, location, and intended 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.

*Please select **ONLY ONE** location category and any applicable sub-categories that best describe the project location and meet the location criteria.*

### **CATEGORY 1: STATE-DESIGNATED CENTERS**

*Must be publicly accessible level 2 and/or DCFC equipment located within one of the following [state-designated areas](#):*

- 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**

*Must be publicly accessible DCFC equipment; may be accompanied by optional level 2 equipment; access to nearby traveler conveniences (e.g. food, beverage, and restrooms) is preferred.*

- Located within one-mile drive of I-89, I-91, or I-93 interstate exit (list exits)
- I-89 Exits:
- I-91 Exits:
- I-93 Exits:
- Located within one-mile drive of US Routes 2, 4, 7, 9, or 100. List Route here

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

*Must be publicly owned and operated and publicly accessible level 2 and/or DCFC equipment.*

- Park & Ride shown on the Vermont Agency of Transportation's [Park-and-Ride Atlas](#)
- [Municipal or State Airport](#)
- Passenger Rail Station
- Public Transit Hub

### **CATEGORY 4: MAJOR ATTRACTIONS AND INSTITUTIONS**

*Must be publicly accessible level 2 and/or DCFC equipment.*

- Attraction, **must be a member of Vermont Attractions Association and open year-round**
- Ski Resort, **must be a member of the Vermont Ski Area Association and open year-round**
- [College or University](#)
- [Hospital](#)

□ **CATEGORY 5: NEW OR EXISTING MULTI-FAMILY HOUSING**

*Must be level 2 equipment; must serve sites with ten (10) or more dwelling units; may restrict access to residents and visitors but may not be dedicated to specific tenants unless all spaces are served by EVSE; may be publicly accessible or restricted access. If publicly accessible, the site must be convenient for users of the charging station and have nearby amenities or some likelihood of use by members of the public.*

Number of dwelling units on the site:

**If publicly accessible, how will the station be convenient and accessible to public users and what amenities are nearby?**

□ **CATEGORY 6: NEW OR EXISTING WORKPLACES**

*Must be level 2 or DCFC equipment; must serve sites with at (5) or more year-round and full-time employees; Must not be limited to fleet vehicles unless employee and visitor charging is also available on site; must not be reserved for specific employees or users unless all spaces are served by EVSE; may be publicly accessible or restricted access. If publicly accessible, the site must be convenient for users of the charging station and have nearby amenities or some likelihood of use by members of the public.*

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

**If publicly accessible, how will the station be convenient and accessible to public users and what amenities are nearby?**

## Existing & Proposed Equipment

	NEW EVSE PROPOSED FOR PROJECT SITE			EXISTING EVSE AT THE PROJECT SITE		
	 <b>New Stations</b>	 <b>New Publicly Accessible<sup>5</sup> Plug Connections/ Parking Spaces</b>	 <b>New Restricted-Access Plug Connections/ Parking Spaces</b>	 <b>Existing Stations</b>	 <b>Existing Publicly Accessible<sup>5</sup> Plug Connections/ Parking Spaces</b>	 <b>Existing Restricted-Access Plug Connections/ Parking Spaces</b>
Level 2 <i>(quantity)</i>						
DCFC <i>(quantity)</i>						

If any of the equipment listed above has optional lower level capability (such as DCFC with an optional Level 2), please describe;

## Minimum Standards

Proposals that do not meet all of the minimum standards are not eligible for funding and will not be scored or considered. Certain specified requirements are eligible for waiver or modification. Please confirm that your proposal meets the following standards by responding “yes” (Y) or “no” (N) and provide an explanation for any waiver requests in the box at the end of this section.

### Site Plan & Parking Standards *(Will the project at completion have the following?)*

- Y or N – The site has nighttime illumination, unless otherwise approved by the EVSE Inter-Agency Workgroup.  
Waiver requested? Y or N
- Y or N – Has a level and well-maintained surface (striping preferred).
- Y or N – Meets ADA requirements, and provides 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 users with a disability.)  
Waiver requested? Y or N

<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.

Y or N – Provides 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).

Y or N – Provides 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.)  
Waiver requested? Y or N



Y or N – Parking **and circulation** design allows vehicles to safely park front-to-back or back-to-front to accommodate charging port variations across different vehicles by providing cords that are long enough, unless otherwise approved by the EVSE Inter-Agency Workgroup.

Waiver requested? Y or N

Y or N – Ground and wall-mounted equipment is protected and placed to prevent physical damage to the control device (e.g. bollards and curbing).

Y or N – Located so charging cords do not cross sidewalks or other pedestrian walkways that could create blockages, tripping hazards, **or barriers to people with limitations in mobility**.

### General Equipment Standards

Y or N – Placement and interface for publicly available EVSE is ADA-compliant with accessible buttons and components.

Y or N – User interface is legible in both daytime and nighttime conditions.

Y or N – Is certified by a nationally recognized testing laboratory for outdoor use as well as able to operate in extreme temperatures (-20 to +100 degrees F).

Y or N – Does not contain advertising visible from a public road, except as permissible by Vermont’s sign statutes and local regulation.

Y or N – Meets NEMA Type 3R or 4 certifications for outdoor electrical enclosures.

Y or N – Equipment and service facilities are designed or located to prevent water from entering or accumulating within the components during conditions of flooding.

### Level 2 Equipment Standards

Y or N – Provides at least two (2) plug connectors per station that service two (2) parking spaces, unless otherwise approved by the EVSE Inter-Agency Working Group to address site-specific constraints.

Waiver requested? Y or N

Y or N – Has network monitoring for status (e.g. in-use, malfunction, etc.), fault reporting, energy consumption, and usage patterns **or the applicant commits to provide charging to users of the station for free for 5-years**.

- Y or N – Meets Society of Automotive Engineers (SAE) J-1772 standard for EV charging plug connector and operational requirements.
- Y or N – Has 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.
- Y or N – Has charging amperage from 16-80 Amps.
- Y or N – Will be publicly accessible 24 hours a day seven days a week. Level 2 charging stations may qualify as publicly accessible with less than 24/7 access if approved by the EVSE Workgroup.  
Waiver requested? Y or N  
Hours of operation:

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

- Y or N – Provides at least two (2) plug connectors per station that service two (2) parking spaces (even if only one vehicle can be charged at a time), unless otherwise approved by the EVSE Inter-Agency Workgroup to address site-specific constraints.  
Waiver requested? Y or N
- Y or N – Has network monitoring for status (e.g. in-use, malfunction, etc.), fault reporting, energy consumption, and usage patterns.
- Y or N – Has reasonably proximate 3-phase power available.
- Y or N – Is 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).
- Y or N – Location provides charging unit(s) with a minimum of 50kW output.
- Y or N – Demonstrates 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.) Please attach documentation, such as an e-mail, that demonstrates coordination with the interconnecting utility.
- Y or N – The station has the capability to process a credit card through either a chip or swipe reader.
- Y or N – Includes optional level 2 capability (not a requirement).

### EVSE Implementation, Operation, and Interoperability Standards

If your application is selected for funding, will you meet the following:

- Y or N – Will be installed by a licensed electrician in accordance with all current National Electric Codes and the [Vermont Electrical Safety Rules](#).
- Y or N – Will obtain a Permit Verification Form (**Appendix G**) or [project review sheet](#) from the Agency of Natural Resources and will obtain all necessary State and local permits.

- Y or N – Will be registered with the [National Renewable Energy Lab's Alternative Fuels Data Center database](#), which syncs with [Drive Electric Vermont's Public Charging Map \(see Appendix E of application\)](#), prior to grant payment.
- Y or N – Networked equipment will use an open standard protocol to ensure EVSE hardware is not “locked” to a single service provider in perpetuity.
- Y or N – Will not require payment of a subscription fee or membership to use the EVSE.
- Y or N – Unless donation-based or free to the user, fee-based EVSE will accept credit card, debit card, or other common forms of payment with no additional obligations at payment and with customer service assistance available during hours of operation.
- Y or N – Will remain in operation for at least five (5) years from grant closeout, unless otherwise approved by the EVSE Inter-Agency Workgroup.
- Y or N – For networked Level 2 and DCFC EVSE installations, applicant will report usage data to Vermont Public Service Department (via [PSD.EVSEDataReporting@vermont.gov](mailto:PSD.EVSEDataReporting@vermont.gov)); including energy (kWh), demand (kW), the number of charging sessions, the fees collected, etc.; networked installations must provide equipment with a telecommunications connection.
- Y or N – Will have a minimum one-year (1) warranty (three (3) years recommended).
- Y or N – Will be operated, maintained, and available year-round (including snow removal).
- Y or N – Will operate with a maximum of 10% downtime in any 30-day period, and any necessary repairs must be completed within 72 hours.
- Y or N – Fee-based EVSE will be easy to understand with fees fully disclosed prior to charging the consumer.
- Y or N – Fee-based EVSE has disclosed in the application an initial fee schedule (**Attachment 7**) that accounts for expenses associated with the equipment; including any anticipated fee escalation during the **5-year period of minimum operation**. The schedule is 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.)
- Y or N – The grantee will employ an open and competitive process for the solicitation of bids and the selection of contractors for the performance of any grant assisted work.

**Waiver request explanations:**

## 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.

### Well Defined Project and Need – 20 points

Provide a 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.) Provide clear descriptions 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.

**Good responses will provide quantified data such as the number of employees who drive electric vehicles and specifically address the need at this location. Responses must include the address of the next closest publicly available charging station.**



### **Project Readiness – 15 points**

Please explain the readiness of your project. Project readiness demonstrates that permits are 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. Applicants must contact a [permit specialist in your region](#) to determine if a project review sheet is required for your project.



### **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, documented and itemized in the application by EVSE supplier, licensed electrician, utility, or other professional with knowledge of EVSE installation.



### 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.

### Priority Points for Projects that Meet Multiple Location Categories – 10 points maximum

Check any additional boxes that apply (in this section, do not include the “one category” that was previously checked as the primary category under “Project Site Category” above.) **Priority points are only given if all of the requirements for the category are met.**

- Category 1:** State-Designated Centers (2 points)
  
- Category 2:** Highway Corridors – **DCFC Projects Only** (2 points)
  
- Category 3:** Public Park-and-Rides and Intermodal Transportation Hubs (2 points)
  
- Category 4:** Major Attractions and Institutions (2 points)
  
- Category 5:** Multi-Family Housing. Indicate the # of housing units. (2 points)
  
- Category 6:** Workplaces. **Indicate the # of employees.** (2 points)



### Points for General Priorities - 8 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)

- Driver Charging Discounts.** Applications that commit to provide charging to users of the stations **at no charge for at least one (1) year**. (2 points)



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

- Community Impact.** The project addresses and supports documented local revitalization efforts, as articulated in the municipal plan, capital budget, downtown strategic plan, or other adopted documents. (2 points)

### Points for Publicly Accessible EVSE Priorities - 8 points maximum

- High Profile.** EVSE visible from high volume roadways or placed in similarly high-visibility and high-profile public locations, **such as near a building's main entrance**. (2 points)



- Geographic Gaps.** EVSE that fill a publicly accessible 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 [VTrans 2017 report on DC Fast Charging Corridors](#) includes a map with a snapshot of DCFC gap areas. (4 points)

- Multi-Port Applications.** Applications to install at least two stations with four EVSE connectors on one site to increase availability and meet higher demand. (2 points)

### Points for Housing & Workplace EVSE Priorities - 6 points maximum

- Need.** Multi-family housing with documented electric vehicles users and need. (2 points)

**Large Housing Developments.** Multi-family housing sites with more than twenty (20) dwelling units. (2 points)

**Sustainable Workplaces.** Must document the 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)



**Priority Points for Additional Match Above Minimum - 8 points maximum**

*Do not check more than one box.*

- 15%-25% of total project costs (2 points)
- 25%-35% of total project costs (4 points)
- 35%-45% of total project costs (6 points)
- 45%+ of total project costs (8 points)

**Example:**

A. Total Project Budget	\$50,000
B. Total Match Amount	\$20,000
C. Minimum Match Requirement (e.g. 20%)	Based on the category of project outlined at the top of page 3. Either 10%, 20% or 40%. For this example we are using a 20% required match amount.
D. Minimum Match Amount	$A \times C = \$10,000$
E. Calculate Contribution to Total Project Costs Above Minimum	$B - D = \$10,000$
F. Calculate Match Percentage Above Minimum	$(E / A) \times 100 = 20\%$  In this example the applicant would check box #1 above (15 to 25%).

## Grantee Acknowledgement of Terms

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

### 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 grantee'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, operation and interoperability standards* and *grant closeout requirements* shown above and in the grant agreement; it is the grantee's responsibility to ensure compliance;
- If an approved project changes, the grantee 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

If a municipality, what type of accounting system does your municipality use?

Not a municipality     Automated     Manual     Combination of both

Please provide your Vermont Department of Taxes business account number.

Applicant Signature

[Signature line]

Date \_\_\_\_\_

Landowner Signature *(if different than applicant)*

[Signature line]

Date \_\_\_\_\_

**Staff Eligibility Check**

**Complete Application.**

Application is complete, and the landowner has authorized the application.  Yes  No

**Funding Criteria.**

Application meets category's minimum location and equipment criteria.  Yes  No

# Required Attachments

## Checklist

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

- 1) Municipal Resolution (Appendix D - if applicable)
- 2) Permit Summary
- 3) **ANR Permit Verification Form (Appendix G)**
- 4) Project Review Sheet (if required)
- 5) Project Site Plan and Photographs
- 6) Technical Equipment Specifications
- 7) Fee/Rate Structure Statement
- 8) Project Schedule
- 9) 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

Include a list of any state or local permits necessary to complete the project. Summarize your approach and the approximate timeline for obtaining these permits.

### 3) Agency of Natural Resources (ANR) Permit Verification Form

Attach completed ANR Permit Verification Form (See **Appendix G**) verifying that a project review sheet is or is not required. The ANR Permit Verification Form must be completed by a permit specialist from your region. (Note: please allow at least 2 weeks for permit specialist to respond.)

### 4) Project Review Sheet (If required by ANR permit specialist)

If an ANR permit specialist determines a project review sheet is required in the Permit Verification Form, attach a completed ANR [Project Review Sheet](#). 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.)

### 5) 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.)

### **6) Technical Equipment Specifications**

Attach relevant technical specifications for equipment.

### **7) 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.

### **8) 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.

### **9) Budget Worksheet (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
EVSE Charging Station(s) <i>(Description below)</i>			
Protective Bollard(s) <i>(Description below)</i>			
Electrical Service <i>(Description below)</i>			
Lighting <i>(Description below)</i>			
EVSE Sign(s) <i>(Description below)</i>			

**Total**

**Funding Sources:** (Please include Match & Requested Funds)

<b>Funding Source</b>	<b>Status of Funding</b>	<b>Amount</b>
EVSE Grant	Pending	

**Total**

**Financial Summary:** (Information pulled from page 5)

Total Project Cost

Grant Funding Requested

Minimum Required Match Amount

*(see match minimum requirements in program description: 10%, 20% or 40%)*

Above Minimum Required Match Amount

*(see priority consideration criteria)*

Applicant's Total Contribution to Project Costs

# Appendix B: Sample Site Plan & Location Map

1 Abenaki Way, Winooski, VT



June 14, 2018

Points



Override 1

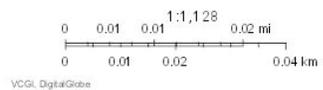


Override 2

Override 1

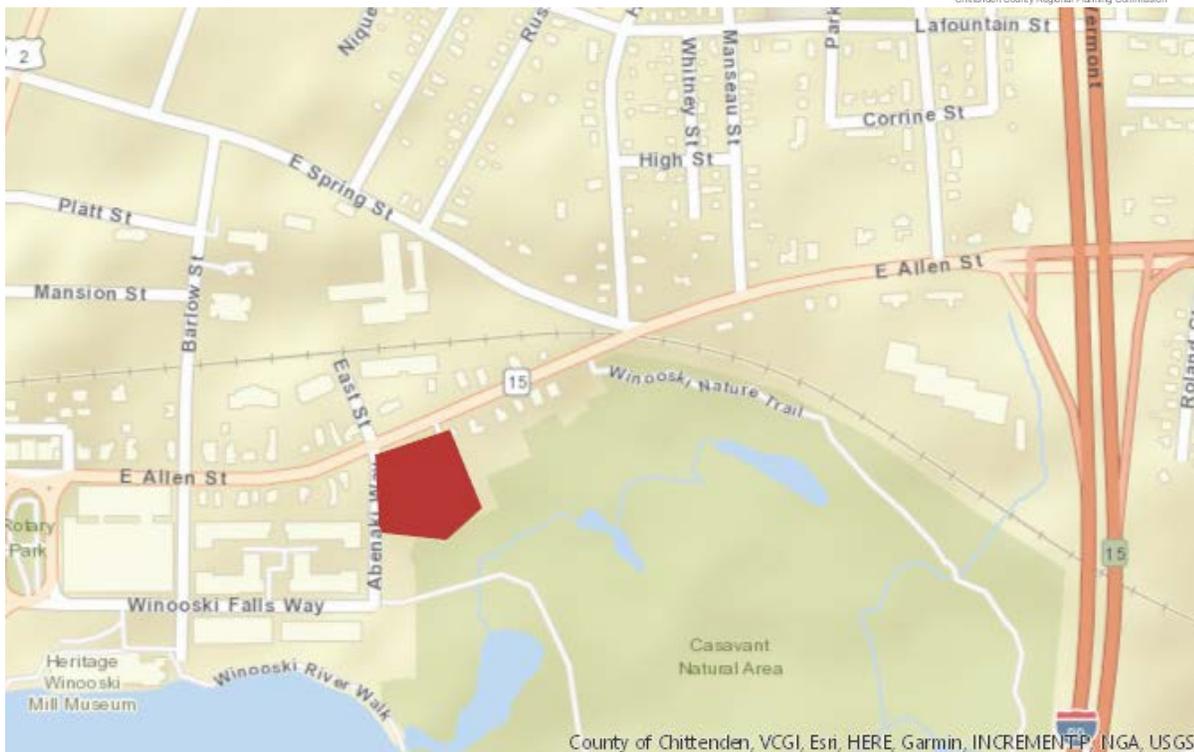


2014 Tax Parcel Boundary



VCGL DigitalGlobe

Chittenden County Regional Planning Commission



## 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 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

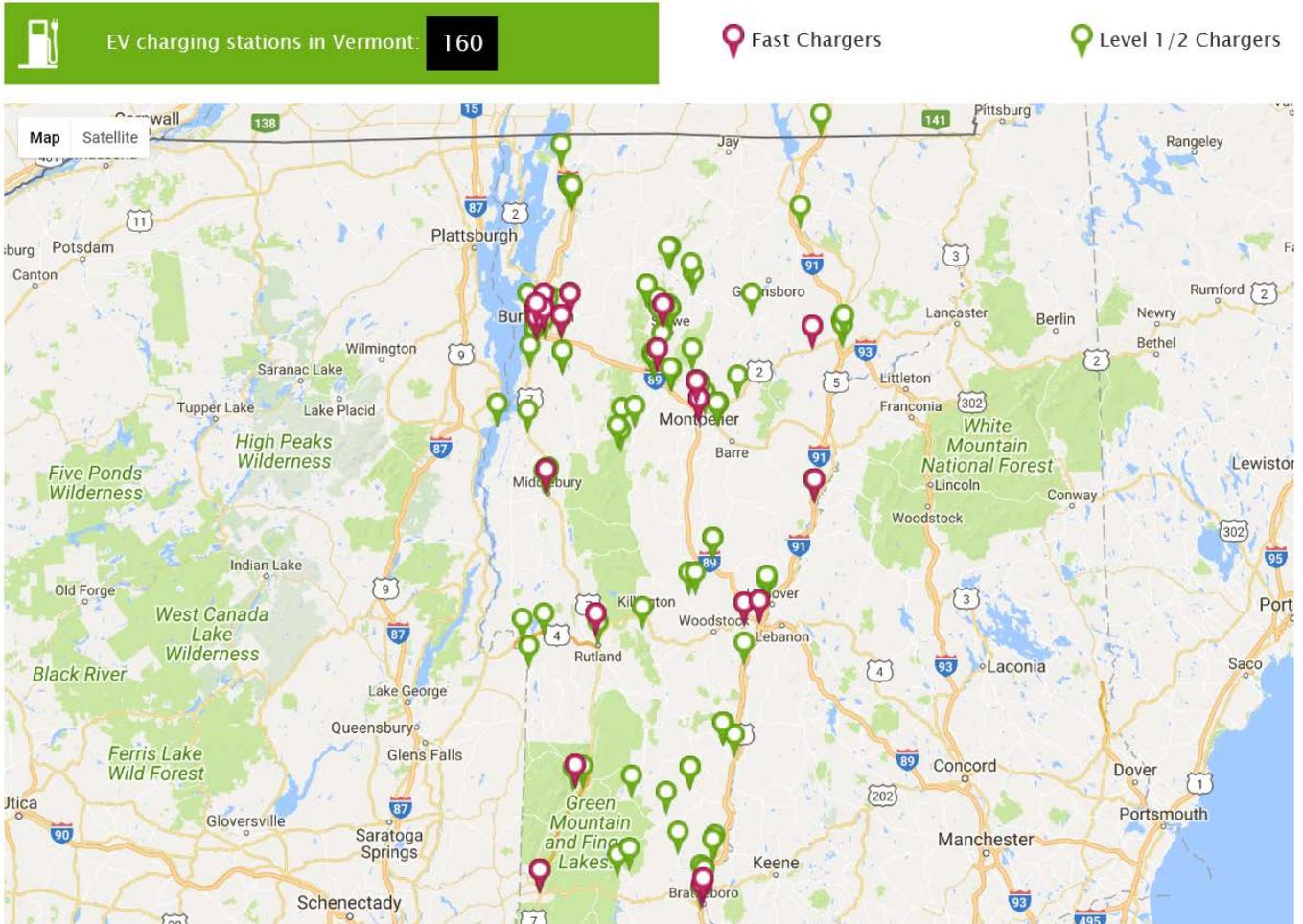
A. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be typed on municipal letterhead, filling in the name of the municipality, the Legislative Body (e.g., Board of Selectmen), and the name 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.drivetricelectricvt.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  
[m Bailey@vppsa.com](mailto:m Bailey@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)

## **Appendix G: Agency of Natural Resources Project Review Sheet Verification Form for EVSE Grant Program**

Please contact an Agency of Natural Resource Permit Specialist in your region for assistance in completing this form.

*Please note that Project Review Sheets are created by Permit Specialists and circulated to other programs for signatures. The Permit Specialist should be contacted well in advance of the grant application deadline.*

Any electrical installation in a public building (that is a building that is not a single family-owner occupied home) requires a licensed electrician who will need to obtain an energizing permit from the Division of Fire Safety. At their discretion, a Permit Specialist may complete a Project Review Sheet if other state permits are necessary.

Find a permit specialist in your region here:

<https://dec.vermont.gov/environmental-assistance/permits/specialists>

*This section completed by applicant*

Project Name:

Project Location (include address):

Name of Person Requesting:

Phone:

E-Mail:

Project Description:

---

***This section completed by permit specialist***

Is a project review sheet required for this project?

- Yes (if yes, please submit the required project review sheet)
- No

Name:

Phone:

E-Mail:

Permit Specialist Signature:

\_\_\_\_\_

Date Signed: \_\_\_\_\_