

Public Fleet Electric Vehicle & Public Workplace Charging Station Incentive Program Criteria

The Department of Energy and Environmental Protection (DEEP) is committed to expanding the market for zero emission vehicles (ZEVs) by putting more ZEVs into public fleets and by supporting the development of electric vehicle (EV) infrastructure in Connecticut. DEEP's Comprehensive Energy Strategy has identified expanded use of EVs as an important goal of the statewide transportation energy strategy. Funds are now available to reimburse municipalities and state agencies for the purchase of EVs for their fleets and/or to install EV charging stations for use in their workplaces.

Available Funding:

Awards will depend on the degree to which proposals satisfy these evaluation criteria. Applicants may request funding for up to six new EVs, purchased after April 6, 2016, up to \$15,000¹ each, for a maximum of \$90,000. The purchase of each EV must be accompanied by the purchase and installation of either one dual-head EV charging station or two single-head charging stations; either option will be eligible for reimbursement of allowable costs² up to \$10,000. With a maximum of six vehicles, a successful applicant could receive funding to install up to twelve charging outlets, receiving a maximum of \$60,000 for the charging stations, in addition to the incentive for the vehicle(s). These funds may also be designated for the installation of EV charging stations for use by employees and others; up to \$10,000 for one dual-head or two single-head charging stations will be made available without the purchase of an EV. A town or agency that owns a commuter parking lot or other parking area where its employees or the public are allowed to park for 10 hours per day or longer, is eligible to obtain funding for the purchase and installation of a two-outlet Level 1 EV charging station at that lot. The maximum reimbursement for an eligible Level 1 unit is \$2,000.

Preferential Criteria

The overall goal for this program is to promote EV use by increasing the number of EVs in public fleets and by establishing more EV charging stations throughout Connecticut. In its selection process, DEEP will consider the cost effectiveness, the potential for timely completion and operation, and the overall economic benefits to Connecticut of each proposal. Proposed projects will be selected for funding based on a set of preferential criteria including, but not limited to:

- Proposals including the purchase of EVs will be preferred.
- EVs with greater battery capacity³ will be preferred;
- Applicants who commit to making the EV charging stations readily available to employees and the public with no fee for at least the next three years⁴ will be preferred;
- Charging stations that are operational and available to employees and the public 24 hours a day, seven days a week will be preferred; and
- Charging stations located in areas underserved by existing EV charging stations will be preferred.

¹ Awards shall not exceed 50% of vehicle purchase price.

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

³ EVs with battery capacities exceeding 18 kWh receive highest preference.

⁴ In lieu of a commitment to provide no cost charging for three years, applicants must submit a business model for an open access payment system with a maximum cost of \$2.00 per hour; major credit cards must be accepted for immediate access to the EV charging station with no phone call or other contact required. The plan must demonstrate not-for profit operation including references to costs of operation and maintenance. If you plan to have motorists pay for the charging, submit a business model that meets these requirements with the application.

Applicant Responsibilities

All applicants must submit their proposals no later than 5:00 p.m., Wednesday, May 4, 2016. Applicants must own the location of the proposed EV charging station(s) and be able to demonstrate site ownership. Application forms are available at EVConnecticut.com. Completed forms and all inquiries should be directed to Lakiesha Christopher, Lakiesha.Christopher@ct.gov.

Awarded applicants must:

- Procure the new EV(s) after April 6, 2016 and take delivery before June 30, 2016;
- Procure and install the EV charging station(s) specified in their application and have it/them operational before June 30, 2016. Note that DEEP's reimbursement for charging equipment will not exceed values specified in [state procurement contracts](#);
- Commit to maintaining and operating the EV(s) and EV charging station(s) for a minimum of three years; and,
- Provide the documentation required for reimbursement.

Recipients and car dealers will not be eligible for EV purchase incentives offered through the Connecticut Hydrogen and Electric Automobile Purchase Rebate ([CHEAPR](#)) program. Receipt of CHEAPR funding precludes participation in the public fleets incentive program.

Reimbursement Requirements

Before June 30, 2016, awardees must complete the following requirements for reimbursement:

- Provide a signed payment request, on letterhead, for the amount to be reimbursed. A transfer invoice may also be required for state agencies;
- Submit completed reimbursement checklist, which includes a summary budget;
- Submit a sales contract and proof of payment documentation for the EV(s), including vehicle identification number(s) (VIN);
- Submit invoices and proofs of payment for the purchase and installation of the charging station(s);
- Submit a photo of the operational charging station(s) with posted signs;
- Certify that the EV charging station(s) is/are fully operational and that the awardee has committed to maintain and operate the unit(s) for three years.

All approved projects should be completed as soon as possible, but no later than June 30, 2016. Please be aware that with an increasing demand for EV charging station equipment, some manufacturers may have backlogs. Please explore all available options when seeking a charging station vendor to enable successful project completion by the specified deadline. Absolutely no extensions will be granted.

DEEP reserves the right to inspect the installed charging station(s) prior to reimbursement.