



**Proposal Form:**

**Public Fleet Electric Vehicle (EV) and Public Workplace EV Charging Station Projects**

**Instructions**

Complete all sections of this form. All proposals must be received by 5:00 p.m. on Wednesday May 4, 2016 to be considered. Proposals must be submitted to [Lakiesha.Christopher@ct.gov](mailto:Lakiesha.Christopher@ct.gov). Questions may be directed to [Lakiesha.Christopher@ct.gov](mailto:Lakiesha.Christopher@ct.gov).

**Program Description**

DEEP is offering a competitive funding opportunity for municipalities and state agencies to purchase EVs and/or to purchase and install EV charging stations at municipal and state agency facilities.

**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, at \$15,000 each,<sup>1</sup> 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 a reimbursement of allowable costs<sup>2</sup> 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 amount available for an eligible Level 1 unit is \$2,000.

**Preferential Criteria**

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

**Part I: Applicant Information**

<b>Name &amp; Title of Town or State Official:</b>					
<b>Town/Agency Name:</b>					
<b>Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>	
<b>Telephone:</b>		<b>E-Mail:</b>			
<b>Additional Contact Name: (if required)</b>					
<b>Telephone:</b>		<b>E-Mail:</b>			

<sup>1</sup> Awards shall not exceed 50% of the vehicle purchase price.

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

## Part II: Preferential Criteria

Do you intend to purchase any EVs through this program? <i>(Check if Yes.)</i>	<input type="checkbox"/>
List below the make(s), model(s) and model year(s) of the EVs you intend to purchase. <i>(EVs with greater battery capacity<sup>3</sup> will be preferred.) (Attach additional sheets as needed)</i>	
Applicant commits to make the EV charging station(s) readily available to employees and the public at no fee for, at least, the next three years. <sup>4</sup> <i>(Check if Yes.)</i>	<input type="checkbox"/>
Applicant commits to having the charging station(s) operational and available to employees and the public 24 hours a day, seven days a week. <i>(Check if Yes.)</i>	<input type="checkbox"/>
EV charging station(s) will be located in areas underserved by EV charging stations as shown on the map on page 4. <i>(Check if Yes.)</i>	<input type="checkbox"/>

## Part III: Project Information

<b>Project Details:</b>	
<b>Address(es) of Proposed Charging Station(s) Installation:</b> Provide facility name(s), street address(es) or street intersection(s), and city.	
<b>Will the EV charging station(s) be located at a parking facility indoors or outdoors?</b>	<input type="checkbox"/> Indoors <input type="checkbox"/> Outdoors
<b>Will you install pedestal, wall-mounted or overhead EV charging unit(s)?</b>	<input type="checkbox"/> Pedestal <input type="checkbox"/> Wall-Mounted <input type="checkbox"/> Overhead

<b>Project Timeline:</b>	<b>Project Start Date:</b>		<b>Project End Date:</b> <i>(Before June 30, 2016)</i>	
--------------------------	----------------------------	--	---	--

<b>Proposed Budget:</b>				
Please provide a list of the expenses for the EV(s) and EV charging station(s) with installation.				
<b>Line Item:</b>				<b>Cost</b>
Number of EVs		Make, Model & Year		
Number of EV Charging Stations		Level, Type, Brand & model <sup>5</sup>		
Site Preparation for Charging Stations (labor & materials)				
Installation of Charging Stations (labor & materials)				
Other (please specify)				
<b>Total Project Cost:</b>				

<sup>3</sup> EVs with battery capacities exceeding 18 kWh receive highest preference.

<sup>4</sup> 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.

<sup>5</sup> Note that DEEP's reimbursement will not exceed values specified in [state procurement contracts](#).

<b>Balance of Funds:</b>	
<b>Applicant attests they can secure any additional funds required for the EV(s) and for the installation, operation and maintenance of the EV charging stations.</b>	<input type="checkbox"/>
<b>What is the source of these funds?</b>	
<b>What is the timeline for securing these funds?</b> <i>(Budget approval process dates)</i>	

#### Part IV: Terms & Conditions

<b>Terms and Conditions:</b>	
Applicants will complete the project by	
<ul style="list-style-type: none"> <li>• Procuring the new EV(s) after April 6, 2016 and take delivery no later than June 30, 2016,</li> <li>• Procuring and installing the EV charging station(s) specified in their application. Note that DEEP's reimbursement for charging stations will not exceed values specified in <a href="#">state procurement contracts</a>, and</li> <li>• Agreeing to maintain and operate the EV(s) and EV charging station(s) for a minimum of three years.</li> </ul>	
Before being reimbursed, Applicants must submit the completed reimbursement checklist (see attachment) and document purchase of the EV(s) and full operation of the EV charging station(s) by	
<ul style="list-style-type: none"> <li>• Providing a sales contract and proof of payment documentation for the EV(s), including documented vehicle identification number(s) (VIN),</li> <li>• Providing invoices and proofs of payment for the charging station(s) and their installation,</li> <li>• Providing photograph(s) of the operational charging station(s) with signs posted,</li> <li>• Certifying that charging station(s) is/are fully operational or "in use," and</li> <li>• Providing documentation of property ownership for the charging station installation site if requested.</li> </ul>	
Applicants must also provide a signed payment request, on letterhead, for the allowable costs to be reimbursed. A transfer invoice may also be required for state agencies.	
Applicants and EV dealers are eligible for ZEV purchase incentives offered through the Connecticut Hydrogen and Electric Automobile Purchase Rebate ( <a href="#">CHEAPR</a> ) program. Receipt of CHEAPR funding precludes participation in the public fleets incentive program.	
<b>By checking this box, applicant attests to have read and understood the terms and conditions listed above, and agrees to comply with these terms and conditions if awarded funding.</b>	<input type="checkbox"/>