



Proposal Form for Municipal and State Agency Electric Vehicle (EV) Charging Station Projects

Instructions

Complete all sections of this form. All proposals must be received by 5:00 p.m. on Tuesday, April 28, 2015 to be considered. Proposals should be submitted to the Connecticut Department of Energy and Environmental Protection (DEEP) via e-mail at EVConnecticut@ct.gov. Questions may be directed by e-mail to EVConnecticut@ct.gov.

Program Description

This opportunity offers assistance to help promote electric vehicle (EV) use by expanding the geographical diversity of publicly-accessible EV charging stations in Connecticut. The stations will bear the “EVConnecticut” logo and will be on property available for public use, at major traffic generators such as downtown areas or other central destinations that are underserved by existing charging stations (see attached map).

Available Funding

Funding for this program is variable and will depend on the degree to which a proposal satisfies the preferential criteria for the program. The minimum amount offered for successful proposals will be half the cost of the project, up to \$2,000 per unit or \$4,000 per location (i.e., up to two chargers installed on one property). However, some projects will be eligible to receive up to 100% of the cost of the project, with a maximum of \$10,000.

Evaluation Criteria

Proposed projects will be evaluated based on cost effectiveness and economic benefits to Connecticut. Project ideas will be ranked for funding according to the criteria outlined in the [program criteria document](#). To be eligible for 100% funding, the EV charging stations must be available to the public at no cost, 24 hours a day, seven days a week and be located at a major traffic generator that is presently underserved by EV charging stations.

Part I: Ranking Criteria: Please check those that apply

Commitment of applicant to make the EV charging station readily available to the public at no fee for, at least, the next three years ¹	<input type="checkbox"/>
Commitment of applicant to have a publicly-accessible EV charging station operational as soon as possible, but no later than August 1, 2015	<input type="checkbox"/>
Operational and available 24 hours a day, seven days a week	<input type="checkbox"/>
Location at a major traffic generator, which is defined as an important regional attraction, event, or facility that attract persons or groups from beyond a local community, city, or metropolitan area; it can include downtowns, town halls, libraries or recreation centers	<input type="checkbox"/>
Location in areas underserved by EV charging stations	<input type="checkbox"/>
Within walking distance of restaurant, retail, and/or entertainment opportunities	<input type="checkbox"/>
Location along major thoroughfares and high traffic areas	<input type="checkbox"/>
Location along major state and local transportation corridors	<input type="checkbox"/>
Location will provide:	
• Lighting	<input type="checkbox"/>
• Shelter from inclement weather for drivers to wait while their EV is charging	<input type="checkbox"/>
Situate each EV charging station so it can accommodate at least two vehicles	<input type="checkbox"/>

Recipients must agree to operate the EV charging station only as a not-for-profit venture. Any fees collected should only be sufficient to cover operating expenses, including payment system services.

¹ 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 \$1.00 per hour; major credit cards must be accepted for immediate access to the EV charging station with no phone call or other contact required. If you plan to have motorists pay for the charging, submit a business model that meets these requirements with the application. **The business model option is not eligible for 100% funding.**

Part II: Applicant Information

Name & Title of Town or State Official having Site Control: ²				
Town/Agency Name:				
Address:				
City:		State:		Zip Code:
Telephone:				
E-Mail:				

Part III: Project Information

How many EV charging stations would you plan to install? A single unit with two charging heads is counted as one unit; two units mounted on a single pedestal are counted as two units.	
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Project Details: <i>(Please use additional forms for multiple installations)</i>	
Address of Proposed Installation: Provide name of facility, street address, street intersection and/or latitude/longitude and city.	
Will the EV charging station(s) be located at a parking facility indoors or outdoors?	<input type="checkbox"/> Indoors <input type="checkbox"/> Outdoors
Do you want pedestal, wall-mounted or overhead EV charging unit(s)?	<input type="checkbox"/> Pedestal <input type="checkbox"/> Wall-Mounted <input type="checkbox"/> Overhead
Is there electricity at the proposed installation site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the site lighted at night?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there shelter at the proposed installation site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
During what hours is the proposed installation site open to the public?	
Please list any restaurant, retail, entertainment or tourist destinations within walking distance	

Project Timeline:	Project Start Date:		Project End Date:	
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Proposed Budget:	
Please provide a list of the expenses for the specific EV charging station brand and installation. You may add line items as needed. Identify each line item being proposed, i.e. "BrandZ pedestal EV charging station," "Site Preparation," and/or "Installation of EV charging station." Note that DEEP's reimbursement for chargers will not exceed values specified in state procurement contracts .	
Line Item:	Cost
Total Project Cost:	

² Site Control means (1) ownership of, a leasehold interest in, or a right to develop a site for the purpose of constructing the EV charging station; (2) an option to purchase or acquire a leasehold site for such purpose; or (3) an exclusivity or other business relationship between the Applicant and the entity having the right to sell, lease or grant the Applicant the right to possess or occupy a site for such purpose. Documentation for verification may be requested.

Balance of Funds:	
Applicant attests they can secure the funds for operation and maintenance.	<input type="checkbox"/>
What is the source of these funds? If this is a partnership effort, name the partner providing funding and the amount.	
What is the timeline for securing these funds? <i>(Budget approval process dates)</i>	

Terms and Conditions:	
Recipients will be responsible for the procurement of the EV charging station, all installation, maintenance, operations and other associated expenses and responsibilities.	
All recipients must be willing to either:	
<ul style="list-style-type: none"> a. Provide charging at no cost to the public for the first three years of operation; or b. Provide a business model³ for an open access payment system with a maximum cost of \$1.00 per hour; major credit cards must be accepted for immediate access to the EV charging station with no phone call or other contact required. Attach business model if applicable. 	
Recipients will commit to maintain and operate the EV charging station(s) as publicly-accessible units.	
Recipients will agree to the posting of location & availability information on U.S. Department of Energy website.	
Recipients will have a publicly-accessible EV charging station operational as soon after as possible, but no later than August 1, 2015.	
Recipients will meet commitments made in the application to provide	
<ul style="list-style-type: none"> • Lighting, • Installation of approved signage, • Shelter from inclement weather for drivers to wait while their EV is charging (if checked on proposal form), and • Operation 24 hours/day, 7 days/week, or limited hours as specified in proposal. 	
Recipients must agree to operate the EV charging station(s) as a not-for-profit venture for the lifetime of the unit(s).	
Before being reimbursed, Recipients must submit the completed reimbursement checklist (see attachment), demonstrate full operation of the publicly-accessible EV charging station(s) and use of approved signage by	
<ul style="list-style-type: none"> • Providing a photograph of the completed installation, with posted signs, and • Providing a copy of the actual budget with invoices and cancelled checks as documentation of payment for the equipment and installation. 	
Recipients must also provide a signed payment request, on letterhead, for the amount of the grant. A transfer invoice will also be required for state agencies.	
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.	<input type="checkbox"/>

³ The business model option is not eligible for 100% funding.

Existing and Proposed, Publicly-Accessible EV Charging Stations
February 2015

