



Natural Resources  
Canada

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# Zero Emission Vehicle Infrastructure Program

Request for Project Proposals

## Electric Vehicle Charging Stations Public Areas and On-Street

Applicant's Guide

Office of Energy Efficiency  
June 2019

Ce document est aussi disponible en français. Veuillez envoyer un courriel à [nrcan.TAF-TCR.nrcan@canada.ca](mailto:nrcan.TAF-TCR.nrcan@canada.ca) en indiquant à la ligne Objet « Guide du demandeur ».



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# 1 Zero Emission Vehicle Infrastructure Program

## 1.1 Description and Objective

The Pan-Canadian Framework on Clean Growth and Climate Change was introduced on December 9, 2016, as a roadmap to assist Canada's federal and provincial governments to achieve a 2030 target of a 30% reduction below 2005 levels of greenhouse gas emissions for the country as a whole.

Since transportation accounts for a quarter of Canada's greenhouse gas emissions, of which almost half comes from cars and light trucks, the Government of Canada is steadfast in its belief that a shift to cleaner energy sources in transportation is a key part of Canada's transition to a low carbon economy. This is why the Government of Canada set ambitious federal targets of zero-emission vehicles (ZEVs) reaching 10% of light-duty vehicles sales per year by 2025, 30% by 2030 and 100% by 2040.

Funded through Budget 2019, the Zero Emissions Vehicles Infrastructure Program (ZEVIP) objective is to address the lack of charging and refuelling stations in Canada; one of the key barriers to ZEV adoption, by increasing the availability of localized charging opportunities where Canadians live, work, and play. Specifically in these categories:

### Public Places and On-street

Public Places are defined as parking areas intended for public use.

Parking areas can be privately or publicly owned and operated.

Examples of public places include, but are not limited to: service stations; restaurants; arenas; libraries; medical offices; park and ride; etc.

On-street and curbside charging infrastructure are considered a public place.

### Workplace

Workplaces are defined as a location where employees perform duties related to a job.

Charging infrastructure is installed in parking locations primarily used by the employees during working hours (may be open to public outside of working hours).

Charging infrastructure installations in a private residence, even if a business is registered at the same address, are not included in this category.

## Fleets

Fleet vehicles are owned or leased by an organization and used in support of organizational or business operations and activities. Fleets are composed of multiple vehicles and are managed by common ownership. Fleets can be composed of light-duty such as taxis, medium and heavy-duty such as last-mile delivery, or a combination of both.

## Multi-Unit Residential Building

A Multi-Unit Residential Building is comprised of dwelling units. It must be greater than 3 storeys in building height (i.e. 4 storeys or more) **or** have a building area (footprint) that is greater than 600 m<sup>2</sup> **and** have a common entrance.

## Mass transit

Mass transit (or public transportation) is the transportation of passengers by group travel systems available for use by the general public, typically managed on a schedule, operated on established routes, and that charge a posted fee for each trip.

Multiple requests for project proposals (RFP) targeting one or more categories will be released each year.

To assess interest and market readiness, a request for Expression of Interest (EOI) was launched on April 15, 2019 and closed on May 17, 2019 resulting in over 200 projects submitted with a total project value of over 500 million dollars. Categories that received the most interest were public spaces and workplaces. Results received through this request for EOI have been considered while developing this RFP.

### **Should I apply to the ZEVIP or to the Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative (EVAFIDI)?**

Although both Programs aim to address similar barriers to ZEV adoption, the Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative (EVAFIDI), funded through Budget 2016 and 2017 (\$96.4M from 2016 to 2022), has an objective of establishing a coast-to-coast network of fast-chargers (Direct Current Fast-Charging (DCFC) stations or Level 3) along the national highway systems, natural gas refuelling stations along key freight corridors and hydrogen refuelling stations in major metropolitan areas. If your Project supports this objective, we recommend that you apply to the EVAFIDI (in 2020 and 2021). If your objective is to install charging infrastructure in communities where Canadians live, work and play, or if you have an infrastructure Project for other applications such as mass transit or last-mile delivery, ZEVIP is the appropriate program, and we recommend that you apply to one of its RFPs.

**This RFP targets public areas and on-street charging Projects only.**

### 1.1.1 Definitions

The following provides definitions for key terms and expressions used throughout this document.

**Charging Connector** is the plug on the power cord that connects the supply device to the charging outlets on the electric vehicle.

**Charging Station** is the device used to provide electricity to an electric vehicle for the purpose of charging the vehicle's onboard battery.

**Connected Charging Stations** are defined as having the ability to communicate to other stations and/or to a server or the cloud through cellular/wireless signal or connected vehicle communications using software to report on usage and/or other capabilities such as providing real-time status of charging stations.

## 1.2 Duration

Program funding is available starting April 1, 2019, to March 31, 2024.

## 1.3 Eligible Recipients

Individuals and legal entities validly incorporated or registered in Canada including not-for-profit and for-profit organizations such as:

- Electricity or gas utilities
- Companies
- Industry associations
- Research associations
- Standards organizations
- Indigenous and community groups
- Academic institutions
- Provincial, territorial, regional or municipal governments or their departments or agencies where applicable

International legal entities validly incorporated or registered abroad including for-profit and not-for-profit organizations such as:

- Companies
- Industry associations
- Research associations
- Standards organizations
- Academic institutions.

**For this RFP (targeting public areas and on-street charging), NRCan does not permit third party delivery.** Third party delivery is when an organization applies for funding as an Initial Recipient with the objective of further distributing the funds to Ultimate Recipients. The Initial Recipient runs its own RFP process to select projects and ensures that the Program terms and conditions are met. **Third party delivery may be considered in upcoming RFPs.**

## 1.4 Maximum Funding Amount

NRCan's contribution through this Program will be limited to a maximum of **five million dollars (\$5,000,000) per Project**.

Financial support for Projects is based on the total amount of funds available for the Program and the Program timeframe. Funding is subject to there being an appropriation by Parliament for the Fiscal Year in which payments are to be made.

Collaboration and leveraging are strongly encouraged, and will be taken into consideration among the selection criteria.

The Program will pay up to 50% of Total Project Costs, up to maximum amounts as shown in the following table:

**Table 1: Maximum funding for type of charging station**

Type of Charging Station	Maximum Funding
Level 2 (208 / 240 V) charging station	\$5,000 per connector*
Fast-charging station (from 20 kW to < 50 kW)	\$15,000 per station
Fast-charging station (from 50 kW and above)	\$50,000 per station

\* For level 2 charging stations: In order to be eligible for the maximum funding per connector, each connector must be able to charge a vehicle and support a parking space simultaneously.

### 1.4.1 Electric Vehicle Fast-charger Projects Located in British Columbia

Projects in British Columbia (BC) that include electric vehicle fast-chargers of 20 kW and above with SAE J1772 Combo (CCS) and CHAdeMO connectors and selected for funding under NRCan's Zero-Emission Vehicle Infrastructure Program could also be eligible for additional non-repayable provincial funding.

The *BC Clean Energy Vehicle Public Fast-Charging Program* could fund 25% of the Total Project Costs up to a maximum of \$5,000 per eligible fast-charging stations from 20 kW to < 50 kW and to a maximum of \$25,000 per eligible fast-charging stations from 50 kW and above. Funding is merit-based and limited to the funding envelope made available by the Province. For fast-chargers in BC, if you would like to be considered for a provincial contribution, please include the provincial funding in the Section 4.8 table of the Application Form. Proposals must reflect all government contributions.

## 1.5 Stacking of Assistance

Prior to signing Contribution Agreements and continuously until the Projects are completed, Proponents will be required to disclose all Project funding sources, including contributions from other federal, provincial/territorial, and municipal governments and industry sources, whether that funding is firm or still in negotiations.

Total funding from all levels of government (e.g. federal, provincial/territorial and/or municipal) cannot exceed 75% of the Total Project Costs, unless the Proponent is a provincial, territorial or municipal government or their departments or agencies in which case the stacking limit is 100% of Project costs.

If the proposed total Canadian government assistance exceeds the limits set out above, Canada reserves the right to reduce its contribution to the Project until the stacking assistance limit is met. If total Canadian government assistance exceeds the limits set out above on the Project Completion date, Canada reserves the right to recover the excess contribution from the Proponent.

Note: The government assistance referred to in these stacking limits does not include loans from governments or Crown agencies. For example, loans to the Project from governments or Crown agencies are not included in this calculation; however, if a preferential interest rate were obtained through government loans, the cost savings due to the preferential rate would be included. Clarifications will be provided on a case-by-case basis.

## 1.6 Eligible Projects

In order to be considered for funding, the Project must meet the following requirements:

- Increase localized charging opportunities in Public Places and On-Street as defined in Section 1.1 of this Guide.
- Include a **minimum of 20 charging stations**. Should the charging stations have multiple connectors where each connector can charge a vehicle and support a dedicated parking space simultaneously, each connector can be counted as a charging station;
- The work performed must be in compliance with all applicable local codes (for example, building and electrical) and bylaws (for example, zoning and parking); and
- Charging infrastructure must be installed in a parking space clearly identified for the purpose of charging electric vehicles.

## 1.7 Eligible Electric Vehicle Charging Station Technologies

In order to be considered for funding, the electric vehicle charging station must:

- Be located in Canada;
- Be a permanent installation (mounted or fixed models);
- Be new and purchased equipment (not leased);
- Be for a new installation or expansion of an existing installation (not for the replacement of an existing installation);
- Be certified for use in Canada (e.g. CSA, UL, Interlink) and be commercially available;
- Include one or more of the following charging connector types:
  - SAE J1772 standard plug head (Level 2 (208/240 V))
  - SAE J1772 Combo (for fast-charging stations)
  - CHAdeMO (for fast-charging stations)
  - Other proprietary charging connector types\*
- Be connected as defined in Section 1.1.1 of this Guide;
- To be eligible for the funding amount, each connector must be able to charge a vehicle and support a dedicated parking space simultaneously.

\* In order to be considered for funding, other proprietary charging connector types must include at least one universal charging connector (J1772, J1772 Combo, and CHAdeMO) of the same category (i.e. Level 2 or fast-charging station) at the same Project site.

## 1.8 Application and Project Timelines

Applicants must submit a full application package using the templates provided in the Applicants' Package available on the Program's website. Only proposals for which all sections have been completed will be considered.

The following is the Program's schedule:	
Initiate the request for proposals	June 20, 2019
Submission deadline	September 18, 2019 (23:59 Eastern Daylight Time)
Assessment of proposals	September—November 2019
Selection of Projects and notification of Applicants	November 2019
Negotiation and signature of Contribution Agreements (CA)	December 2019—January 2020
Project completion date for electric vehicle charging stations	Eighteen (18) months after the receipt of the Letter of Conditional Approval.

The above schedule is subject to change. Any changes will be communicated to Applicants via the Program's website.



## 1.9 Eligible and Non-eligible Expenditures

Eligible Expenditures for an approved Project under the Program must be directly related to, and necessary for, the implementation and conduct of the Project and will include:

- Salary and benefits;
- Professional services (e.g. scientific, technical, management; contracting; engineering; construction; installation, testing and commissioning of equipment; training; marketing; data collection; logistics; maintenance; printing; distribution);
- Reasonable travel costs, including transportation, meals and accommodation;
- Capital expenses, including informatics and other equipment or infrastructure;
- Rental fees or leasing costs;
- License fees and permits;
- Costs associated with Environmental Assessments;
- GST, PST and HST net of any tax rebate to which the recipient is entitled; and Overhead expenses directly related to the Project will be considered to a maximum of 15% of Eligible Expenditures.

Costs not considered Eligible Expenditures under this Program will include:

- In-kind\*;
- Land costs;
- Legal costs;
- Ongoing operating costs (e.g. electricity consumption, operation, maintenance, networking fees, subscription fees, etc.), and;
- Costs incurred outside the Eligible Expenditure Period, including those for preparing this application.

\* In-kind contributions from the Proponent and its partners count towards the Total Project Costs. If you choose to include In-kind support as part of the Total Project Costs, it must be verifiable and directly in support of the Project. Further details are available in Appendix 1 of this document.

## 1.10 Funding Timeframe (Eligible Expenditure Period)

Projects will be eligible for funding from the time that a Contribution Agreement is signed by Canada until Project Completion date stated in the Contribution Agreement.

Natural Resources Canada (NRCan) will not accept any changes to the provisions of our standard agreement template unless your legal counsel provides a legal rationale for the changes. We will only consider changes in cases where the existing provisions create a legal impediment to you entering into the agreement.

Following the Project selection, successful Applicants will be notified through a Letter of Conditional Approval and be invited to begin negotiating a Contribution Agreement.

Please note that expenditures incurred between the date of the Letter of Conditional Approval and the date that Canada signs a Contribution Agreement are not incurred during the Eligible Expenditure Period and, although they may count towards Total Project Costs, they are not eligible for NRCan reimbursement.

It is important to consult with Program staff during this period prior to incurring expenditures.

**In all cases, until both parties sign a Contribution Agreement there is no commitment or obligation on the part of NRCan to make a financial contribution to any Project, including any expenditure incurred or paid prior to the signing of such a Contribution Agreement.**

## 1.11 How to Apply

A complete application package (proposal) consists of:

- a completed application form;
- supporting documentation; and
- a signed attestation.

To fully assess the Project, NRCan requests that all additional material in support of the Project proposal be restricted to only that directly relevant to the Project.

Applicants are required to submit a single copy of the application package **by 23:59 Eastern Daylight Time, September 18, 2019**. They can submit it to NRCan in digital or hard copy format, but electronic versions are preferred.

The application must include an attestation that a duly authorized officer of the Applicant organization has signed and dated. If the attestation page is not included, the application will not be considered complete and will receive no further consideration. The attestation page is included in the application package on the Program's website.

When an application has been submitted, a notification will be sent by the Program acknowledging its receipt.

Note: You should not consider your application as successfully received until you receive the acknowledgment notice from the Program.

### 1.11.1 Electronic Submissions

Applicants are encouraged to submit their application by e-mail at: [NRCan.TAF-TCR.RNCan@Canada.ca](mailto:NRCan.TAF-TCR.RNCan@Canada.ca).

The application must be submitted as a Word file and the Applicant must separately print and sign the attestation page, scanning and sending the signed version as a PDF. Additional supporting documentation, saved as Word, Excel or PDF formats, must also accompany the application.

Please note that the maximum size of e-mail attachments to NRCan is 10 MB. If the application exceeds that maximum, the Applicant may forward its submission in a series of e-mails with the same subject line.

NRCan is not responsible for the security of the application during e-mail transmission.

### **1.11.2 Mail/Courier Submissions**

Applicants may instead choose to submit their documentation by courier or registered mail to:

Natural Resources Canada  
c/o Zero Emission Vehicle Infrastructure Program  
580 Booth St., 18th floor  
Ottawa, ON K1A 0E4

When Applicants submit their proposals by courier or registered mail postmarked **by 23:59 Eastern Daylight Time, September 18, 2019**, we request a memory stick that includes all the files in an electronic version clearly marked with the name of the organization and the Project title. If you are submitting by courier, it is recommended that you inform us by e-mail that you are doing so.

It is the Applicant's responsibility to retain proof of the time that the documentation package was sent to NRCan. This may be required in the event that NRCan does not receive the proposal by the deadline for reasons beyond the sender's control.

## 2 Project Selection Criteria



### 2.1 Assessment

Each Project that has been received will be reviewed for completeness and assessed on all the mandatory criteria. Projects that do not meet all of the mandatory criteria will not be given further consideration.

Projects that meet all the mandatory criteria will then be assessed against all merit criteria by a minimum of three (3) NRCan employees. A minimum merit score of sixty percent (60%) will be required to be considered for funding. When deemed required, the Program may refer applications to other Government of Canada employees with relevant areas of expertise that will evaluate applications according to the criteria outlined in Section 3 and 4 of this document.

Projects that met the minimum merit score will then be ranked based on final score. Projects with the highest score will be recommended for funding first, until the funding allocation for the RFP has been reached. Based on the number and quality of applications received, the minimum score to be considered for funding may be increased at the discretion of the Program.

Applications will also undergo a due diligence assessment, which could include a confirmation of the specifics provided in the Project proposal. NRCan may request that the Applicant provide clarification to support the due diligence assessment. The final selection decision remains at the sole discretion of NRCan.

**The Applicant must include all supporting documentation requested in this Guide and/or in the Application Form.**



### 3 Mandatory Criteria



Projects must:	
3.1	meet the Project eligibility requirements of Section 1.6 of this document.
3.2	meet the technology eligibility requirements of Section 1.7 of this document.
3.3	<p><b>be completed within eighteen (18) months after the receipt of the Letter of Conditional Approval.</b></p> <p>The Applicant must provide a Project timeline with phases (milestones), including permitting processes and the purchase, installation and commissioning of major equipment.</p>

At the proposal stage, the Applicants must:	
3.4	<p><b>demonstrate at least 50% of secured funding of their share of the Total Project costs</b></p> <p>Applicants must provide documentation that at least half (50%) of the funds to be covered by non-NRCan sources are available and have been secured by including a copy of at least one of the following:</p> <ul style="list-style-type: none"> <li>• most recent balance sheet;</li> <li>• most recent financial statements;</li> <li>• recent bank statements (dated within 30 days of the submission);</li> <li>• signed loan agreement that mentions the Project;</li> <li>• letter of confirmation stating firm funding signed by the investor and mentioning the Project; or</li> <li>• resolution from the governing council or company's CFO that funds are available and mentioning the Project.</li> </ul>
3.5	<p><b>demonstrate that they engaged with the energy supplier where the Project involves charging stations that increases the Project's site electrical load by 50 kW or more.</b></p> <p>Applicants must provide documentation of their communications (e.g. email notice sent to suppliers, exchange of letters/e-mails or meeting records) describing the Project and indicating the electric requirement and availability.</p>

<b>3.6</b>	<p><b>demonstrate that they own the lands, have access to the lands or that they have the capacity to obtain access to the sites where the Project will be built.</b></p> <p>Prior to signing a Contribution Agreement, the Proponent must demonstrate they have access to the site where the Project will be built. Please note that if this requirement is not met, the Contribution Agreement will not be signed.</p> <p>If you own the site, provide proof of ownership. Send a copy of at least one of the following:</p> <ul style="list-style-type: none"><li>• Titles deed;</li><li>• Most recent assessment roll; or</li><li>• Most recent property tax bill;</li></ul> <p>If you are not the owner of the land:</p> <ul style="list-style-type: none"><li>• lease contract;</li><li>• legal agreement;</li><li>• memorandum of understanding dated no more than 6 months prior to the application date; or</li><li>• an agreement signed by both parties indicating the name of the Parties, duration, civic address and the responsibilities of both Parties.</li></ul>
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## 4 Merit Criteria



Projects that meet all Mandatory Criteria listed in Section 3 will then be evaluated on the basis of the following Merit Criteria. A minimum merit score of sixty percent (60%) will be required to be considered for funding. Projects that meet the minimum merit score will then be ranked based on final score. Projects with the highest score will be recommended for funding first, until the funding allocation for the RFP has been reached. Based on the number and quality of applications received, the minimum score to be considered for funding may be increased at the discretion of the Program.

Project Information	
<b>4.1</b>	<b>Project Rationale and Background</b> (Maximum 10 points)  Describe how your organization will work towards achieving the Program's objective to support the deployment of electric vehicle charging stations in public places and on-street as defined in Section 1.1 of this Guide. Identify all partners and collaborators, and explain each organization's role and contribution to the Project.  Describe the rationale for the Project submitted, for example, by highlighting the needs assessments, target users, commitments, strategies, organizational priorities, etc. Also describe benefits to stakeholders and expected outcome of your Project.  Describe the business model for operating the charging station. Identify your pricing scheme should there be one.
<b>4.2</b>	<b>Project Activities and Timeline</b> (Maximum 10 points)  List the key activities in a logical sequence, including timelines and/or duration of each, and descriptions where needed. Activities are the steps that will be taken to carry out the Project. Activities should be specific, measurable, realistic and relevant.  The Project timeline must be clear and feasible, including permitting processes and the purchase, installation and commissioning of major equipment. The Project must be completed within eighteen (18) months after the receipt of the Letter of Conditional Approval (see Mandatory Requirement 3.3).
<b>4.3</b>	<b>Technical Details of the Project</b> (Maximum 10 points)  Describe the technical considerations for the installation of the charging stations, for example, technical challenges, site planning, availability of adequate power supply, integration of load management solutions and planning for future expansion.

4.4	<p><b>Project Risks and Mitigation Measures</b> (Maximum 10 points)</p> <p>Describe potential risks to the Project, including events and/or circumstances that may negatively affect the successful achievement of planned results, and mitigation strategies for addressing the risks identified.</p>
4.5	<p><b>Indigenous Business Participation</b> (Bonus of 10 points)</p> <p>NRCan encourages Projects from or with participation from Indigenous businesses applicants or partners listed under <a href="#">Innovation, Science and Economic Development's Indigenous Business Directory</a>.</p>

<b>Project Readiness</b>	
<p>NRCan wants to ensure that the proposed Projects have already met an advanced state of readiness. Applicants should be in a position to conclude a Contribution Agreement and begin the Project within six (6) months of the receipt of a Letter of Conditional Approval. NRCan will assess Project readiness through Project management capacity, Project site readiness and Project financing.</p>	
4.6	<p><b>Capacity to Deliver projects</b> (Maximum 15 points)</p> <p>Describe your ability and experience in developing, implementing, monitoring and managing Projects within a specified timeframe and budget. Demonstrate that your organization has the capacity to manage this Project by providing examples from other projects and their achievements. If your organization has limited project management capacity that will be addressed by engaging partners, please describe.</p> <p>Identify the Project Manager and other key members of the Project team and state their specific expertise and experience related to the work involved. It is important that the roles of Project team members (including representatives of key collaborators) are clearly described in the proposal.</p>
4.7	<p><b>Project Site Readiness</b> (Maximum 15 points)</p> <p>Describe how the Project site(s) will be ready to accommodate the charging stations.</p> <p>The description should include a list of all the required permits to complete and operate the Project, the level of government requiring the permit, the current status and if not completed, the date that the Applicant expects to receive the permit.</p> <p>The description should also include additional details on installer and manufacturer engagement, secured site access, secured power supply for charging stations with power output of 50 kW and above, and or any other elements demonstrating that the Project site is in an advanced state of readiness. Please ensure that you provide supporting documentation.</p>



<b>4.8</b>	<p><b>Increased Secured Project Financing</b> (Maximum 8 points)</p> <p>At a minimum, each Applicant must show that they have already secured 50% of their share of the Project costs (see Mandatory Requirement, 3.4); however, considerations will be given to Applicants able to demonstrate that they have higher amounts of funds available and secured. Examples of supporting documentation include:</p> <ul style="list-style-type: none"> <li>• most recent balance sheet;</li> <li>• most recent financial statements;</li> <li>• most recent bank statements;</li> <li>• signed loan agreement that mentions the Project;</li> <li>• letter of confirmation stating firm funding signed by the investor and mentioning the Project; or</li> <li>• letter from the contribution partner organization with a confirmation of committed contribution to the Project and signed by an authorized authority attesting that the contributions are readily available once the Project is approved.</li> </ul>
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<b>Other Project Items</b>	
<b>4.9</b>	<p><b>Signage and Visibility</b> (Maximum 10 points)</p> <p>NRCan recognizes that a well-developed charging station signage program contributes greatly to visibility and the awareness of the public. For your Project, describe your marking plan for the stations including a signage (parking and directional) and for the visibility of the program, whether the charging stations will be added to a charging stations locator map, and any promotional activities.</p> <p>Note that as per Section 1.6 of this Guide, charging infrastructure must be installed in a parking space clearly identified for the purpose of charging electric vehicles.</p>
<b>4.10</b>	<p><b>Operation and Maintenance Plan</b> (Maximum 10 points)</p> <p>NRCan recognizes the importance of proper operation and maintenance of the charging station equipment. Describe the operation and maintenance plan for your Project. Plans should include elements such as service standards with performance levels for the operation of the station, network (for charging stations), routine maintenance (e.g. snow removal), non-routine maintenance (in the event of critical failure), customer support services, customer payment options, insurance coverage, etc.</p>
<b>4.11</b>	<p><b>Network Interoperability and Use of Open Communications Protocols</b> (Maximum 2 points)</p> <p>NRCan recognizes the importance of developing a sustainable electric vehicle charging network that is seamless to users. To encourage interoperability, the equipment and its network should allow for members of one network to use their membership on another network. To encourage open access, the equipment should enable connection with other equipment and applications.</p>

## 5 Contribution Agreement



As an applicant, it is your responsibility to review and ensure that you meet the eligibility conditions of the Program. Understanding and agreeing to the provisions and definitions used in the Contribution Agreement will facilitate negotiations should your Project be selected for funding.

NRCan will not accept any changes to the provisions of the standard template agreement unless your legal counsel provides a legal rationale for the changes. We will only consider changes in cases where the existing provisions create a legal impediment to you entering into the agreement. We encourage applicants to review the following articles with their legal counsel prior to submitting their application.

Minor changes can be made to the details of the Statement of Work and Budget Schedules, in order to ensure they properly reflect your Project Proposal.

Until both parties sign a Contribution Agreement, there is no commitment or obligation on the part of NRCan to make a financial contribution to any Project, including for any expenditure incurred or paid prior to the signing of such a Contribution Agreement.

Funding is subject to there being an appropriation by Parliament for the Fiscal Year in which payments are to be made.



## 5.1 Claims for Reimbursement

The Contribution Agreement will set out the required terms for payments, which will be made to reimburse Proponents based on receipt and approval of claims for payment. No advance payments will be made through this Program.

Final payment will not be made until a Proponent complete all Project activities and NRCan considers those activities acceptable. To ensure appropriate Project oversight, a percentage of the contribution will be withheld until all conditions of the Contribution Agreement have been met.

Proponents under this Program may be audited one or several times either on the Project Completion date or at NRCan's discretion during the Project.

## 5.2 Repayment

Contributions will be repayable for a period of up to ten (10) years\* after the Project Completion date if the Project generates profits unless:

- the recipient is a non-for-profit organization;
- NRCan's contribution is less than one hundred thousand dollars (\$100,000); and
- the recipient is an Indigenous business listed under [Innovation, Science and Economic Development's Indigenous Business Directory](#) whose articles of incorporation do not permit dividends to be paid or distributed to shareholders.

For repayable contributions, the requirements that may trigger repayments will be detailed in the Contribution Agreement along with the repayment process. Following the Project Completion date, Proponents will be required to provide an annual repayability report, using GAAP or IFRS, on the profitability of their Project. If Profit is generated in any given year, the amount to be repaid will be:

Annual Profit X % of NRCan funding = repayment (up to maximum NRCan contribution)

\*The Program reserves the right to assess profitability during the course of repayable contribution agreements. If it is determined that there is no likelihood for the Project to generate profit, the Program, at its own discretion, may decide to revise the requirement for annual repayability reports on the profitability of the Project.

## 5.3 Reporting Requirements

During Projects, Proponents will be required to submit quarterly payment claims and progress reports to NRCan summarizing Project progress and expenses incurred.

For repayable contributions, during the repayment period, the Proponent will have to submit annual repayability reports to NRCan for a maximum of ten (10) years or until the contribution is repaid, whichever ever occurs first.

To facilitate the reporting requirements, NRCan will provide the Proponent with reporting templates.

Other reports may be required at NRCan's discretion.

## **5.4 Other Terms and Conditions**

### **5.4.1 Risk Framework**

Once a Project is selected for funding, NRCan will conduct a risk assessment of the Proponent and its Project.

The result (risk level) of an assessment could determine the eligibility for funding and may determine monitoring strategies, for example, monthly progress reports, a higher percentage holdback on payment claims or site inspections.

Any monitoring strategies or requirements resulting from a risk assessment will be outlined in the Contribution Agreement the parties will sign but could also be applied during the conduct of the Project. In this case the Program would inform the Proponent in writing.

### **5.4.2 Intellectual Property**

The Contribution Agreement will contain an intellectual property clause, which will confirm that all intellectual property created during a Project funded through a Contribution Agreement shall vest in, or be licensed to, the Proponent. The Proponent will grant a non-exclusive, irrevocable, worldwide, royalty-free licence in perpetuity to the Government of Canada to use Project reports and modify such reports and documents for non-commercial governmental purposes.

### **5.4.3 Official Languages**

Applicants are encouraged to communicate with NRCan in the official language of their choice. NRCan reviews and assesses applications and Project materials in both official languages.

### **5.4.4 Acknowledgement**

In all cases, the Proponent must publicly acknowledge NRCan's support for the Project in all Project-specific communications products.

### **5.4.5 Conflict of Interest**

Current or former public servants or public office holders are required to avoid conflict of interest situations while employed by the federal government, and for a period of time following their service.

The Applicant must acknowledge that any individuals who are subject to the provisions of the *Conflict of Interest Act*, the *Values and Ethics Code for the Public Sector*, the *Conflict of Interest Code for Members of the House of Commons*, any applicable federal values and ethics code or any applicable federal policy on conflict of interest and post-employment, shall not derive any direct benefit resulting from this application unless the provision or receipt of such benefit is permitted in such legislation, policy or codes.

#### **5.4.6 M-30 Law (for Quebec organizations only)**

The *Act Respecting the Ministère du Conseil Exécutif* (M-30) may apply to an Applicant in the Province of Quebec. Applicants may be required to complete an additional information form and, if they are subject to the requirements of the Act, to obtain written authorization and approval from the Government of Quebec prior to execution of any Contribution Agreement. NRCan will follow up with the Applicant during the application assessment, as required.

#### **5.4.7 Privacy Notice**

The *Access to Information Act* (the “Act”) governs the protection and disclosure of information, confidential or otherwise, supplied to a federal government institution. This Act is a law of public order; as such the Government of Canada, including NRCan, cannot contract out of it.

Paragraph 20 (1) (b) of the Act states that:

a government institution [such as NRCan] shall refuse to disclose any record requested under the Act that contains financial, commercial, scientific or technical information that is confidential information supplied to a government institution by a third party and is treated consistently in a confidential manner by the third party.

Pursuant to Paragraph 20 (1) (b) of the Act, NRCan will protect the Applicant’s confidential information supplied to NRCan from disclosure if:

1. the Applicant’s information supplied to NRCan contains financial, commercial, scientific or technical information; and
2. the Applicant consistently treats such information in a confidential manner.

For more information on this subject, a careful reading of the entire section 20 of the *Access to Information Act* is strongly encouraged.

#### **5.4.8 Business Information**

NRCan may collect, use and share an Applicant’s documentation prepared in the administration of the Program. NRCan will use and share this information for the purposes of assessing and reviewing the eligibility of the Applicant and the proposed Project with:

- Other NRCan Programs and/or branches;
- Other departments or agencies of the Government of Canada; and
- Other levels of government in Canada.

The information may be shared with the parties mentioned above, or disclosed to third parties, for the purpose of:

- Administration, including audit and evaluation of the Program;
- Surveying the Applicant's experience with NRCan;
- Audit, analysis and risk assessment of the Applicant and/or the Project; or
- Determining the possible availability of funding for the Applicant's Project under another Program or initiative.

NRCan publishes a list of successful Projects on Government of Canada websites. This list would include the name of the Proponent, the Project name, and the amount of the contribution. NRCan may also publicize this information, along with a description of the Project, in:

- Project funding announcements or other promotions.
- In other government documents, including public reports on the progress of government initiatives.

#### **5.4.9 Environmental Considerations**

The *Canadian Environmental Assessment Act, 2012* (CEAA) is the legal basis for the federal environmental assessment (EA) process for most projects in Canada, except for projects in the Mackenzie Valley, the Yukon and in Nunavut, where other processes and legislation may apply. The CEAA outlines the responsibilities, requirements and procedures for the EA of Projects and establishes a process for assessing the potential environmental effects of "projects" in which the Government of Canada has a decision-making responsibility.

Applicants should clearly indicate in their Project proposal if a federal EA is required, as additional information may be requested by the Program.

## 6 Contact Information

NRCan requests that all questions be submitted by e-mail at: [nrcan.TAF-TCR.nrcan@canada.ca](mailto:nrcan.TAF-TCR.nrcan@canada.ca). A written response will be provided before the end of the next business day.



In order to ensure that all Applicants have access to the same information, recurring questions or those that may be useful to other Applicants will be posted on the Program's website in the "News and FAQ" section.

During the application period Program employees and review committee members are not at liberty to meet or discuss proposed Projects with Applicants.

## Applicant's Attestations

**By submitting this proposal, the Project Applicant attests that:**

- It is acting on behalf of all partners and collaborators and has received written permission from them to do so.
- All funding (cash and in-kind) identified by the Applicant and its partners and collaborators in the proposal is expected to be available for commitment at the time of the signing of the Contribution Agreement by duly authorized representatives of the Project Applicant and its partners and collaborators.
- Any proprietary or confidential information provided as part of the submission, by any party, is provided with the approval of that party. Federal reviewers are bound by the requirements of the Access to Information Act and the Privacy Act regarding the treatment of confidential information.
- It understands and acknowledges that should the Project be accepted for co-funding from the Program no liability and no commitment or obligation exists on the part of NRCan to make a financial contribution to the Project until a written Contribution Agreement is signed by both parties, and, furthermore, that any costs or expenses incurred or paid by the Applicant prior to the execution of a written Contribution Agreement by both parties are the sole responsibility of the Applicant, and no liability exists on the part of NRCan.
- It understands and acknowledges that NRCan officials will not entertain any request by Project Proponents to review or revisit NRCan's Project approval decisions.
- It understands and acknowledges that NRCan reserves the right to alter or cancel the currently envisaged process at its sole discretion.
- It understands and acknowledges that no Member of the House of Commons shall be admitted to any share or part of the Contribution Agreements, or any resulting benefit.

**The individual signing below attests that he/she has the authority to sign a legally binding Contribution Agreement between NRCan and the Project Proponent.**

**Please sign below to confirm these attestations:**

\_\_\_\_\_  
**Name of Duly Authorized Officer:**

\_\_\_\_\_  
**Title:**

\_\_\_\_\_  
**Signature:**

\_\_\_\_\_  
**Date:**



## Appendix 1: Additional information on eligible expenditures

### 1. Salaries

Salaries include wages for all personnel with direct involvement in the Project, such as engineers, construction staff and technical advisers. All eligible personnel must be employees on the Proponent's payroll. Payments such as shares, stock, stock options, etc., are not eligible. The amount invoiced shall be actual gross pay for the work performed and shall include no markup for profit, selling, administration or financing.

The eligible payroll cost is the employee's gross pay (normal periodic remuneration before deductions). Normal periodic remuneration rates are the regular pay rates for the period excluding premiums paid for overtime or shift work. The payroll rate does not include any reimbursement or benefit conferred in lieu of salaries or wages. When hourly rates are being charged for salaried personnel, the hourly rates shall be the periodic remuneration (annual, monthly, weekly, etc.) divided by the total paid hours in the period, including holidays, vacation and paid sick days.

Labour claims must be supported by suitable documentation such as time sheets and records and be held for verification at time of audits. Management personnel are required to maintain appropriate records of the time devoted to the Project.

### 2. Benefits

Benefits are defined as a reasonable prorated share of expenses associated with the direct labour cost, such as the employer's portion of the Canada Pension Plan, Quebec Pension Plan and employment insurance, employee benefits such as health plan and insurance, workers' compensation, sick leave and vacation, plus any other employer paid payroll-related expenses. Those items with no relationship to the Project or that have been charged on an indirect basis are non-eligible. The determination of the fringe benefit amount shall be in accordance with GAAP. In general, the fringe benefit rate provided in the Project estimate shall be computed once during the life of the Project and agreed on prior to the signing of the Agreement. If retroactive adjustments are made, they must be indicated on claims for progress payments for NRCan approval.

### 3. Professional Services

Professional services are defined as costs for the purchase of additional support required for the completion of the Project. Those costs can cover the following types of services: scientific, technical, management; contracting; engineering; construction; installation, testing and commissioning of equipment; training; marketing; data collection; logistics; maintenance; printing; distribution. The amount eligible from a sub-contractor, a consultant or service provider shall be the actual contract amount, and a copy of the contract must be kept on file.

## **4. Reasonable Travel Costs**

Unless stated otherwise in the Contribution Agreement between NRCan and the Proponent, Treasury Board rates in effect at the time of signing the Contribution Agreement shall be used for reimbursing the following expenses in accordance with [The National Joint Travel Directive](#), updated as required to cover the period during which the travel takes place:

- Travel, food and lodging costs to meet with NRCan officials.
- Travel, food and lodging costs necessary for other Project activities.

## **5. Capital Expenses**

Capital expenses are defined as an expenditure that results in an enduring benefit, as required by the Project. They can include, but are not limited to the purchase of fuelling equipment, costs associated with site preparation and networking equipment; however, land is not considered an eligible expenditure under this Program. The retrofitting or upgrading of existing capital assets is included under this heading.

## **6. Rental Fees or Leasing Costs**

Rental fees will include the cost to rent or lease any equipment needed for the conduct of the Project, which can include construction equipment.

## **7. Licence and Permits Fees**

Licence and permit fees typically include any municipal, provincial or federal licences or permits for setting up the fuelling/charging infrastructure. This can include safety permits, business permits, environmental permits, etc.

## **8. Costs Associated with Environmental Assessments**

Should an environmental assessment on this Project be required as outlined in section 5.4.8 of this guide, any costs related to that process would be included here. This could include costs for public consultation or preparing the environmental impact statement.

## **9. GST, PST and HST**

Any taxes claimed must always be net of any tax rebate to which the Proponent is entitled.

## 10. Overhead Expenses

Overhead expenses may include:

- administrative support provided directly to the Project by the Proponent's employee(s), valued on the same basis as professional staff time; and heat, electricity, and office operating costs (e.g. Internet and telephones) provided that they are directly related to the Project.

Overhead expenses will be negotiated and agreed to on an individual basis with Proponents before signing a Contribution Agreement. **Any overhead claimed must be fully substantiated and must not exceed 15% of Eligible Expenditures.**

## 11. Guide to In-kind Support

Proposed In-kind contributions that are deemed acceptable by NRCan officials must be supported by a formal commitment from the Proponent to provide them prior to any commitment on Program funding to the proposed Project being made.

### Definitions:

In-kind support: a cash equivalent contribution in the form of an asset<sup>1</sup> for which no cash is exchanged but that is essential to the Project and the Proponent would have to purchase on the open market or through negotiation with the provider if the Proponent did not provide it.

Fair market value: the average dollar value the Proponent could get for a contributed asset in an open and unrestricted market, between a willing buyer and a willing seller (the Proponent) acting independently of each other. It should approximately represent the original cost minus depreciation.

Most favoured customer: customer given the deepest discount from the normal selling price for a good or service sold to it by the Proponent.

### Eligibility of In-kind Contributions:

- It must be essential to a Projects' success and would otherwise have to be purchased by the Proponent.
- Its value must be determinable and verifiable.
- Its valuation must be confirmed by NRCan, and agreed upon by the Proponent and NRCan

### Assessing the Value of In-kind Contributions:

Two different approaches to the valuation of in-kind support are possible:

- Using the fair market value, as described above.
- Using the incremental cost, that is, the cost to the Proponent or its partners and collaborators of providing the contributed asset over and above normal operating costs.

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<sup>1</sup> Asset in this section means a useful and valuable good, service or other support provided to the Project.