

**Zero-Emission Vehicle Infrastructure Program**

Request for Project Proposals

**Electric Vehicle Charging Stations**

**Public Areas and On-Street**

Application Form

CONFIDENTIAL WHEN COMPLETED

Office of Energy Efficiency

June 2019

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

Notes

1. Natural Resources Canada (NRCan) strongly recommends that Applicants familiarize themselves with the Applicant’s Guide before completing this Application Form.
2. Unless otherwise specified, the “proposed project”, the “application”, or the “proposal” in this template refers to the proposed Project submitted in response to the request from NRCan for a Project Proposal to the Zero Emission Vehicle Infrastructure Program (the “Program”).
3. Completion and submission of this Project Proposal to NRCan does not imply that the proposed Project will be approved for funding by the Program.
4. Applicants, their partners and collaborators must submit all information required under this request. The following **required** documents need to be submitted with your application:
   * Application Form (including appendices A and B)
   * Proof of incorporation or registration (see Section 1)
   * Proof of 50% secured funding of the Proponent’s share of Total Project Cost (see Section 3.4)
   * Proof of engagement with energy suppliers (when applicable) (see Section 3.5)
   * Proof of access to site (see Section 3.6)

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|  | warning | **Incomplete applications will not be considered for funding.** |

1. The completed Project Proposal must be submitted by e-mail, courier or registered mail by **23:59 Eastern Daylight Time, September 18, 2019**. Please refer to section 1.11 of the Applicants’ Guide for the submission procedure. **Submissions sent after that time will not be accepted**. It is the Applicant’s responsibility to retain proof of the time the complete proposal package was sent to NRCan. This may be required in the event that NRCan does not receive the complete proposal package by the deadline for reasons that are beyond the control of the sender.



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| General Information: **Please note that the Applicant’s name, Project Partners’ names, Project Title, non-confidential overview, and amount awarded will be disclosed publicly if the proposal is selected for funding by the Zero-Emission Vehicle Infrastructure Program.** | | | | |
| Legal Entity: | | | *Insert the name of the organization or company that could sign a legally binding Contribution Agreement with NRCan*. | |
| Organization Address: | | | *Insert civic number, street, city, province and postal code.* | |
| Organization size: | | | *Include the number of employees your organization currently has*. | |
| Contact Name: | | | *Insert contact name of the person who will be the main contact for the proposed Project*. | |
| Contact Title: | | | *Insert contact’s position title*. | |
| Email Address: | | | *Insert contact’s email address.* | |
| Preferred language of communication: | | | Written:  English  French | Spoken:  English  French |
| Telephone Number: | | | *Insert contact’s telephone number.* | |
|  | warning | Please provide a copy of the articles of incorporation or registration to confirm that the organization is validly incorporated or registered. | | |

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| Project Summary | |
| Project Title: | *Insert Project title.* |

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| Planned Start Date: | *yyyy-mm-dd* | **Planned End Date:** | *yyyy-mm-dd* |

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| Project Details: |
| Eligible projects must 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 connectors can be counted as a charging station.  Please complete the **Project Details** table located in [Appendix A of this Form](#_Appendix_A:_Project). |

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| Federal Environmental Assessment: Is this Project a designated Project under the *Canadian Environmental Assessment Act 2012*? See Applicants’ Guide section 5.4.9 for more details. | **Yes**  **No** |
| If “yes”, please describe the activities undertaken to complete the environmental assessment, the remaining steps required and the anticipated completion date. | |

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| Outstanding Legal Actions: Is there any legal action currently underway against the Applicant, parent companies or any partner, including any potential related financial loss? | **Yes**  **No** |
| If “yes”, please provide details. | |

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| Consultation with First Nations Required: Is this Project occurring on or near First Nations territories? | **Yes**  **No** |
| If “yes”, First Nations Consultation is required. Please indicate which First Nations would be implicated should the Project proceed and describe the consultation process by explaining the major steps and indicate the status of the consultation. | |

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| Mandatory Criteria **IMPORTANT: You must ensure that your Project application meets all of the mandatory requirements in order to be considered for funding. In addition, you must include all proofs or support documentation requested in the Applicant’s Guide and/or in this Application Form.**  **To help you in your application process, NRCan prepared a list of documents to provide in your application which is included in Section 6 of this Application Form.** |

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| Eligible Projects: Applicants must confirm that their Project meets the following requirements by completing the check boxes: |

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|  | *You are confirming that your Project increases localized charging opportunities in Public Places and On-Street as defined in Section 1.1 of this Guide.* |
| *warning* | **This will be validated by Program staff based on the information provided in section 4.1 of this Form.** |
|  | You are confirming that your Project includes a minimum of 20\* charging stations.  \*Should 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. |
| *warning* | **This will be validated by Program staff based on the information provided in Section 2.3 and in Appendix A of this Form.** |
|  | *You are confirming that all charging stations in your Project will be installed in compliance to all applicable local codes and bylaws.* |
|  | *You are confirming that all charging stations in your Project will be installed in a parking space clearly identified for the purpose of charging electric vehicles.* |

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| Eligible Electric Vehicle Charging Station Technologies: Applicants must confirm that their Project meets the following requirements by completing the check boxes: |

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|  | You are confirming that all charging stations in your Project will be installed in Canada. |
| *warning* | **This will be validated by Program staff based on the information provided in Appendix A.** |
|  | *You are confirming that all charging stations in your Project will be new purchased (not leased) equipment installed permanently (mounted or fixed models).* |
|  | *You are confirming that all charging stations in your Project will be new installations or expansions of existing installations (not for the replacement of an existing installation).* |
|  | You are confirming that all charging stations that will be installed in your Project are certified for use in Canada and commercially available and use one or more of the following connectors:   * SAE J1772 standard plug head (Level 2 (208/240v)); * SAE J1772 Combo (fast-charging stations); * CHAdeMO (fast-charging stations); * Other proprietary charging connector types (see Section 1.7 of the Applicant’s Guide for details their eligibility for funding). |
| *warning* | **This will be validated by Program staff based on the information provided in Appendix A.** |
|  | *You are confirming all charging stations installed for your Project will be connected as defined in 1.1.1 of the Applicant’s Guide.* |
|  | *You are confirming that for all charging stations with multiple connectors, each connector can charge a vehicle and support a dedicated parking space simultaneously.* |

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| Project completion timelines |

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|  | You are confirming that the Project will be completed within eighteen (18) months after the receipt of the Letter of Conditional Approval. |
| *warning* | **This will be validated by Program staff based on the information provided in Section 4.2 of this Form.** |

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| Minimum secured funding | |
|  | You are confirming that you have secured at least 50% of your share of the Total Project costs. |
| warning | **This will be validated by Program staff based on the information provided in Section 4.8 of this Form** **and based on the receipt of the supporting documentation as described in 3.4 of the Applicant’s Guide.** |

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| Engagement with energy suppliers |

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|  | You are confirming that for Project sites involving charging stations increasing the electrical load by 50 kW or more, you have engaged with energy suppliers. |
| *warning* | **This will be validated by Program staff based on the information provided in Appendix A of this Form and based on the supporting documentation as described in 3.5 of the Applicant’s Guide.** |

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| Access to site |

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|  | You are confirming that you own the lands, have access to the lands or have the capacity to obtain access to the sites where the Project will be built. |
| *warning* | **This will be validated by Program staff based on the information provided in Appendix A of this Form and based on the supporting documentation as described in 3.6 of the Applicant’s Guide.** |

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| Merit Criteria(Please refer to section 4 of the Applicant’s Guide) |
| Project Information |
| Project Rationale and Background (Maximum 10 points) |
| *Please 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.* |

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| Project Activities and Timeline (Maximum 10 points) |
| Please provide and describe the list of 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).  Please complete the  **Project Activities and Timeline** list located in [Appendix B of this form](#_Appendix_B:_Project). |

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| Technical Details of the Project (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.* |

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| Project Risk and Risk Mitigation Measures (Maximum 10 points) | | | |
| Describe in the table below 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. | | | |
| **Risk Name** | **Impact** | **Likelihood** [[1]](#footnote-1) | **Mitigation Measures** |
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| Indigenous Business Participation (Bonus of 10 points)NRCan encourages Projects from or with participation from Indigenous businesses applicants or partners listed under [Innovation, Science and Economic Development’s Indigenous Business Directory](http://www.ic.gc.ca/eic/site/ccc_bt-rec_ec.nsf/eng/h_00011.html). | | | |
| *If the Applicant or any of its partners are listed on the above mentioned Directory, please provide the exact name of the business as it appears in the directory.* | | | |
| Project Readiness | | | |
| Capacity to Deliver Projects (Maximum 15 points) | | | |
| *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.* | | | |
| 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) be clearly described. | | | |
| **Name** | **Organization** | **Role in Project** | **Expertise and Experience** |
| *Insert Project Manager.* | *Insert organization.* | *Insert role in Project.* | *Insert expertise and experience.* |
| *Insert additional team member.* | *Insert organization.* | *Insert role in Project.* | *Insert expertise and experience.* |
| *Insert additional team member.* | *Insert organization.* | *Insert role in Project.* | *Insert expertise and experience.* |
| *Insert additional team member.* | *Insert organization.* | *Insert role in Project.* | *Insert expertise and experience.* |

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| Project Site Readiness (Maximum 15 points) | | | | |
| *Describe how the Project sites will be ready to accommodate the charging stations. This description should include additional details on installer and manufacturer engagement, secured site access, secured power supply for charging stations with power output of 50kW 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.* | | | | |
| Please also provide in the table below 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, and the date that the Applicant expects to receive the permit. | | | | |
| **Permit** | **Description** | **Government** | **Status** | **Expected Date to Receive** |
| Permit #1 |  |  |  | *Click or tap to enter a date*. |
| Permit #2 |  |  |  | *Click or tap to enter a date*. |
| Permit #3 |  |  |  | *Click or tap to enter a date*. |

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| Increased Secured Project Financing (Maximum 8 points) | | |
| 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 of this Form); however, considerations will be given to Applicants able to demonstrate that they have higher amounts of funds available and secured.  **You must reflect all funding including all governments contributions in the following table:**  **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 following table. Proposals must reflect all government contributions. | | |
|  | warning | **Please provide supporting documentation as per Section 4.8 of the Applicant’s Guide.** |



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| Other Project Items |
| Signage and Visibility (Maximum 10 points) |
| *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.*  *Note that as per Section 1.6 of the Applicant’s Guide, charging infrastructure must be installed in a parking space clearly identified for the purpose of charging electric vehicles.* |

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| Operation and Maintenance Plan (Maximum 10 points) |
| 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. |

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| Network Interoperability and Open Communications Protocols (Maximum 2 points) |
| 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.  Please describe how the equipment and its network allow for members of one network to use their membership on another network or what your plans are in this regard. Please also describe your intentions regarding the use of open source protocols. |

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| Budget *The following section details the Project’s budget and funding sources. Please ensure that the “Total Project Costs” are the same in each table, including the “Increased Secured Project Financing” in Section 4.8 of this form.* |
| Detailed Cost Breakdown *Provide an overall budget describing the costs per the federal government’s fiscal year (April 1 - March 31).* |



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| Supporting Documentation Checklist |
| **Applicants must ensure that the following documents are included with their proposal:**  Application Form (including appendices A and B)  Proof of incorporation or registration (see Section 1)  Proof of 50% firm funding of the Proponent’s share of Total Project Cost (see Section 3.4)  Proof of engagement with energy suppliers (when applicable) (see Section 3.5)  Proof of access to site (see Section 3.6) |

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|  | warning | **Please note that incomplete applications will not be considered for funding.** |

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| **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:** |

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| **Name of Duly Authorized Officer:** | | **Title:** | | |
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| **Signature:** | | | | **Date:** |

# Appendix A: Project Details

Eligible projects must 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 connectors can be counted as a charging station

Please complete the **Project details** list below. Once completed, you can [click here to go back to Section 2.3](#_Project_Details:).

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| **Address of Project Location (for each infrastructure):** | | | | **Technology** | | | | | **Location Status** | |
| **Project Identifier** | **Street** | **City** | **Province / Territory** | **Station Type** | **Number of Connectors** | **Connector Type 1** | **Connector Type 2** | **Connected?** | **Engagement with energy supplier required (see 3.5)?** | **Access to site (see 3.6)?** |
|  |  |  | *Choose an item*. | *Choose an item*. |  | *Choose an item*. | *Choose an item*. | *Yes / No* | *Yes / No* | *Yes / No* |
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# Appendix B: Project Activities and Timeline

Please provide and describe the list of 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).

Please complete the **Project Activities and Timeline** list below. Once completed, you can [click here to go back to Section 4.2](#_Project_Activities_and).

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| **Activities** | **Principal Milestones** | **Initiation Date** | **Completion Date** | **Notes** |
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1. Likelihood definitions: Low -unlikely to occur; Medium – moderately likely to occur; High – very likely to occur. [↑](#footnote-ref-1)