

EVCP

Electric Vehicle Charger Program



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Application GuideBook

Provides detailed information on eligibility requirements, available funding and how to apply.



Developed by:



ÉcoOuest
EcoWest

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1. Program Overview:

Eco-West Canada's Electric vehicle charger program (EVCP) provides funding support for the installation of electric vehicle charging stations in both Manitoba and Saskatchewan. The program will provide funding for up to 100 level 2 charging stations to accelerate the adoption of electric vehicles (EV) in order to meet Canada's net zero emission target by reducing overall Greenhouse Gas (GHG) emissions in the transportation sector. Through this program, EV drivers will have greater accessibility to charging infrastructure within the Canadian prairies. This guidebook provides detailed information on eligibility requirements, available funding, and how to apply.

1.1 Eligibility (Eligible applicants within the Province of Manitoba & Saskatchewan)

1. Municipalities
2. First Nations and/or Indigenous organizations
3. Not-for-profits
4. Co-ops
5. Private companies

1.2 Eligible project locations

1. Public Places
2. On-street
3. Multi-unit residential buildings (MURBS) (*minimum of 3 dwelling units*)
4. Workplaces (Excludes private residences with a registered business at the same address)
5. Strategic infrastructure projects for urban delivery
6. Light-Duty Vehicle Fleets

Public spaces include community gathering places such as recreation centres, libraries, town halls, curbside locations, service stations, restaurants, medical offices, park-and-ride sites, etc.

1.2 Eligible Project Types and Requirements

1. Must be installed on land owned by the applicant in Manitoba or Saskatchewan
2. Must be a permanent installation of new and purchased equipment (mounted or fixed) (not leased);
3. Must be for a new install or an expansion of an existing installation (not for the replacement of an existing installation)
4. The work performed must be in compliance with all applicable local codes and bylaws;
5. Chargers will be commercially available and certified for use in Canada (for example, CSA, ULC, UL, Interlink).
6. Level 2 chargers will have an SAE J1772 standard plug head or be a

- proprietary connector type.
7. Proprietary connector types will represent a maximum of 75% of all charging connectors installed at the location of the Project.
 8. Chargers must have the ability to communicate to other stations and/or to a server or a 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;
 9. The work performed must be in compliance with all applicable local codes and by-laws;
 10. Must be installed by a fully licensed electrical contractor and have completed and passed all required inspections;
 11. Must be installed with a dedicated parking space clearly identified for the purpose of charging EVs if meant for general public use.

2. Available Financial Rebate

Type of Infrastructure	Output	Maximum Funding
Level 2 (208 / 240 V) connector	3.3 kW to 19.2 kW	Up to 50% of total project costs, to a maximum of \$5,000 per connector

2.1 Maximum Funding Limits

To ensure equitable and geographic distribution of Eco-West Canada's EVCP funds, total funding distributed for each sub-project applicant is capped at \$50,000. Eco-West Canada, at its sole discretion, reserves the right to adjust the maximum funding cap per applicants in response to program demand and changing market conditions.

2.2 Eligible Expenses

Eligible expenses must be directly related to the installation of new EV charging stations. Costs must be clearly invoiced, dated, and itemized for each applicable eligible expense. To be eligible for a rebate, applicants must include the costs in their application at the pre-approval stage and provide a final invoice and proof of payment for each eligible expense at the completion stage. Eligible expenses include:

1. Salary and benefits;
2. Professional services (e.g. scientific, technical, management; contracting; engineering; design; construction; installations, testing; training; marketing; data collections; logistics; maintenance; printing; distributions; audit and evaluation);
3. Capital expenses, including informatics and other equipment or infrastructure;
4. Rental fees or leasing costs;

5. License fees and permits;
6. Costs associated with Environmental Assessments; and
7. GST, PST and HST net of any tax rebate to which the applicant is entitled.

2.3 Ineligible Expenses

1. Land costs;
2. Legal costs;
3. In-kind contributions
4. Costs relating to ongoing operations and maintenance (electricity consumption, electrical demand charges, networking fees, subscription fees, etc.);
5. Costs incurred prior to receiving written approval via a signed Funding Agreement;
6. Cost incurred outside the Eligible Expenditure Period, as same is defined in the Funding Agreement entered into with Eco-West Canada.

2.4 Disbursement of Funding

The approval and allocation of funds will occur on a first-come, first-served basis based on the date Eco-West Canada and the applicant duly sign a Funding Agreement. Applicants should first indicate their interest either by email or by submitting directly on Eco-West Canada's website intake form. The Funding Agreement will be made available to applicants that have subsequently submitted an application form. The Funding Agreement must be executed before initiating any work on the project.

After signing the Funding Agreement, organizations must complete their project and submit all relevant completion documents no later than December 31, 2023. Applicants that do not complete the installation of their EV charging station and submit completion documentation by this date will be subject to removal from the payment queue and must contact Eco-West Canada if they still wish to participate in the program and receive a Rebate. Any extensions to the completion deadline requires the applicant to submit a written request to Eco-West Canada detailing the nature of the request. All extension requests are evaluated on a case-by-case basis and Eco-West Canada, at its sole discretion, reserves the right to approve or deny any extension request.

Rebates will be based on the actual final purchased and installed project components and eligible expenses. If project costs change during construction, rebates will be adjusted accordingly and may differ from the rebate outlined in the Funding Agreement. Rebate payments will be distributed by cheque or electronic fund transfer after Eco-West Canada has verified that the project is complete. EWC will strive to distribute rebates upon receipt of government funding and once each

of the projects has been verified as having been completed. The project verification process is described in section 5 of this document.

2.5 Grant Stacking

Applicants shall ensure that Total Government Funding (defined as cash contributions provided by the federal government to Eco-West Canada and thereafter distributed to applicants and other contributions to an applicant from the provincial/territorial and municipal governments) shall not exceed seventy-five percent (75%) of the total project cost. Notwithstanding the preceding sentence, applicants that are provincial, territorial, regional, or municipal governments or their department or agency, the Total Government Funding shall not exceed one hundred percent (100%) of the total project cost.

3. Application process

Application Window opens November 21st, 2022

Step 1: Potential applicants should express their interest for the funding program for eligibility screening purposes. Applicants will have to submit their expression of interest for the program on our website or by email to the following address: zev@eco-ouest.com.

Step 2: Eligible applicants who have submitted their expression of interest to participate in Eco-West Canada's funding program will subsequently need to submit an Application Form directly on our website or by email to the following address: zev@eco-ouest.com. The quality of the information provided in the Application Form will dictate Eco-West Canada's funding allocations. The criteria regarding the selection process are described in section 5.

Applicants will need to state specific details of the desired EV charging model and associated costs. At this stage, applicants will need to include the following attachments:

1. Detailed and itemized cost quotes for all eligible expenses outlined in section 2.2.
2. Copy of all specification sheets (or brochure with technical information) for all EV charging stations.
3. Proof of land ownership
4. All organizations not registered as a municipality will need to provide Articles of Incorporation.
5. A council resolution or company/business letter of commitment to the project pending funding.

All interested applicants should submit their interest and application form as soon as possible. Completion of the application form does not secure funding or a place

in the first-come, first-served queue. However, applicants will have an advantage of doing so as soon as possible to have more time to look over the letter of engagement.

Step 3: Engagement Letter/ Funding Agreement.

Eco-West Canada will review all information provided in the application form and will invite selected applicants to sign the Funding Agreement. The applicant and Eco-West Canada must execute the Funding Agreement prior to initiating any work on the project. A signed copy must be scanned and sent to zev@eco-ouest.com. Eco-West Canada will return the final copy of the executed Funding Agreement to the applicants and the project may then begin. Any deviation or amendments regarding the project scope, completion date or other details must be reported to and approved by Eco-West Canada.

Step 4: Project Completion

Once the Funding Agreement is fully executed, project funding is formally held, and the project may begin. The project must be completed no later than December 31, 2023. Applicants are responsible for selecting install locations that are considered Eligible Install Locations and must ensure that the project is completed to a high level of quality, then must submit all relevant project completion documents no later than thirty (30) days prior to the Project Completion Date of December 31, 2023. Should an extension of the completion deadline be required, the applicant must submit a request to Eco-West Canada in writing detailing the nature of the request.

The required completion items for each project includes:

1. a financial report that shall demonstrate how the funds were used, including the receipt of goods and/or services, in addition to invoices and proof of payment, being funded by the funds;
2. a final narrative report to describe how the applicants activities have contributed to the achievement of the objectives of the project;
3. a declaration as to the total amount of contributions or payments, including Total Government Funding, received by the applicant; and
4. a certification that the claims for the payment of Eligible Expenditures of the project have been incurred and paid by the applicant.
5. Photos of the completed charging station installation including photos that show the station is operational. Additional photos of the Canadian certification approval labels such as CSA, ULC or equivalent may also be required;
6. Activity report (generated via the station's software) within the first month of installation to demonstrate that each EV charger is operational.

(collectively, the "Project Completion Statement")

The following public engagement activities are not required but are appreciated:

Proof of public engagement activities which requires satisfaction of the following:

- a. A media release for the project or any other public engagement activity deemed acceptable and consented to in writing by Eco-West Canada that clearly identifies Eco-West Canada and NRCan's funding support. Examples include municipal news releases via the applicant's website, a project profile in the local newspaper, or event which includes news releases resulting from the project completion;
- b. Sharing of project details and photographs on applicant's social media networks such as Facebook, Twitter, or LinkedIn, as applicable. Eco-West Canada's social media accounts must also be tagged;
- c. A set of three or more high resolution photographs of the EV charging station(s) suitable for use in program marketing and promotion. These photos will be shared publicly via Eco-West Canada's project showcase. Photos with staff are encouraged.
- d. A brief abstract describing the project and its benefits including one or more quotes from leaders or other representatives of the applicant, to be used for Eco-West Canada's program marketing.

Step 5: Disbursement of Funding

After the Project Completion Statement is executed with all supporting documentation as listed in Step 4, Eco-West Canada will issue the rebate payment to the recipient organization via cheque or electronic funds transfer upon receipt of government funding and projects having been verified as completed. The rebate will be based on the actual final purchased and installed project components and eligible expenses listed in section 3 of this Application Guidebook. The corresponding amount may differ from the value outlined in the Funding Agreement depending on eligibility and any cost changes during the project.

4. Evaluations and Verification

4.1 Selection Criteria (100 points)

General Eligibility (15 points)

1. Eligible applicants' priority (5 points)
 - a. Municipalities & First Nations and/or Indigenous organizations = 5 points
 - b. Not-for-profits = 4 points
 - c. Co-operatives = 4 points
 - d. Private companies = 3 points
2. Eligible project locations (5 points):

- a. Public Places = 5
 - b. On-street = 5
 - c. Multi-unit residential buildings = 3
 - d. Workplaces = 2
 - e. Light-Duty Vehicle Fleets = 4
3. Overall organizational profile/ability to complete the project (5 points)

Project Description (20 points)

- 1. Community engagement and motivation for pursuing the project (5)
- 2. Reasoning for the intended install locations (5)
- 3. Approach to ensure station(s) is/are visible and accessible (5)
- 4. Understanding of expenses and work involved (5)

Project Specification (35 points) - Full points awarded if all technical specifications met

- 1. Location name, address, & GPS coordinates (Northern=5, Southern=3)
- 2. Charger brand distributor/ model & # connectors (5 points)
- 3. Charger plug type (5 points)
- 4. Charging voltage (5 points)
- 5. Power output (5 points)
- 6. Intended use (public=5, private=2 points)
- 7. Pay-per-user (yes=3, no=5 points)

Project planning and cost details (25 points)

- 1. Charging station and equipment quote (5 points)
- 2. Install and construction quote (5 points)
- 3. Engineering and design quote (5 points)
- 4. Permitting and Inspection quote (5 points).
- 5. Signage cost (5 points)

Project timeline (5 points)

Full points awarded to projects that meet the agreement terms.

Attachments

Must submit all necessary documents, failure to do so will result in ineligibility.

4.2 Evaluation Survey

Successful applicants will be required to provide feedback on the program implementation processes and operations to help inform Eco-West Canada's efforts to improve program efficiency and cost-effectiveness, strengthen marketing and outreach strategies, and increase overall satisfaction among program participants. Applicants will also be asked to help Eco-West Canada determine the extent to which the program's intended outcomes and objectives are being met.

4.3 Verification

Applicants must submit documentation and provide proof of payment for all eligible expenses incurred and reported. All items on the invoice submitted by the applicant must be listed separately, and the cost for each eligible expense must be clearly identified. If the applicant fails to provide information within a reasonable time on reasonable notice, as determined by Eco-West Canada, for the audit and evaluation of the project, the applicant may be required to refund all, or a portion of the payments received under the program, as well as forfeit any future payments under the program. Any applicants receiving money under the program may be contacted by the Eco-West Canada or a third-party evaluator retained on behalf of Eco-West Canada to verify projects or be asked to complete a written, oral, or electronic participant survey.

4.4 Inspection

If the application is approved, for up to three years following the execution of the Letter of Engagement, Eco-West Canada or its designees are entitled, at any reasonable time and upon reasonable notice to the applicant, to visit the project site for the purpose of examining items pertinent to the project in order to assess whether the applicant is in compliance with the program conditions, and to conduct other measurement and verification activities if necessary.

5. Remedies and Warranties

5.1 Refunds

Upon receiving notice provided by Eco-West Canada, applicants should understand that it must immediately refund to Eco-West Canada any payment received under the program not in accordance with this Guidebook and the Funding Agreement.

5.2 False or Misleading Information

If the applicant provides any false, misleading, or incomplete information under the program, the applicant should understand it will be required to forgo all rights to benefit from the program.

5.3 Limitation of Liability

Eco-West Canada sole liability is limited to paying the properly qualified rebates specified herein. The applicant acknowledges that any third-party provider or other provider selected by the applicant is not an agent, contractor, or subcontractor of Eco-West Canada. Eco-West Canada shall have no obligation to maintain, remove, add to or perform any work whatsoever on the EV charging stations or any equipment installed as a part of the program. Neither Eco-West Canada, the Association of Manitoba Bilingual Municipalities (AMBM), the Economic Development Council for Manitoba Bilingual Municipalities (CDEM), nor any of their

affiliates are or will be liable to the applicant or to any other party for: (i) a third-party provider's failure to perform; (ii) the failure of EV charging station to function; (iii) any damage to the applicant's premises caused by the third-party provider; or (iv) any and all damages to property or injuries to persons caused by or arising from any activities associated with the program.

5.5 Disposition of Assets

Written consent must be obtained from and provided by Eco-West Canada prior to the Applicant's sale, lease or other disposition of any goods acquired or used in the project (the "fixed assets") prior to project completion and for three (3) years thereafter. Eligible Expenditures under the project to which Canada has, through Eco-West Canada, contributed under this Agreement, and where the proceeds for the sale, lease or other disposition are not applied to acquire assets in replacement of the fixed assets, must be communicated with Eco-West Canada in order to notify the Minister of such sale, lease or disposition, and if the Minister of Natural Resources on behalf of Canada so requires, the applicant shall, upon notice from Eco-West Canada, share with the said Minister the proceeds of such arrangements in the same ratio as that of Canada's contribution to the purchase of the fixed assets.

6.0 Application Checklist

Step 1: Express interest in the program

- Indicate interest via online form, email or telephone. Contact info: Gaby Tetrault at zev@eco-ouest.com or 431-999-8910.

Step 2: Submit Application Form

- Complete and submit Eco-West Canada's Application Form and include all required attachments (form to be provided to eligible applicants that have indicated their interest and available for download).

Step 3: Sign the Letter of Engagement

- Review, sign, and submit the Funding Agreement issued by Eco-West Canada upon approval of the Application Form

Step 4: Project Completion

- Start and complete the installation of the EV charging stations.

Step 5: Project Verification

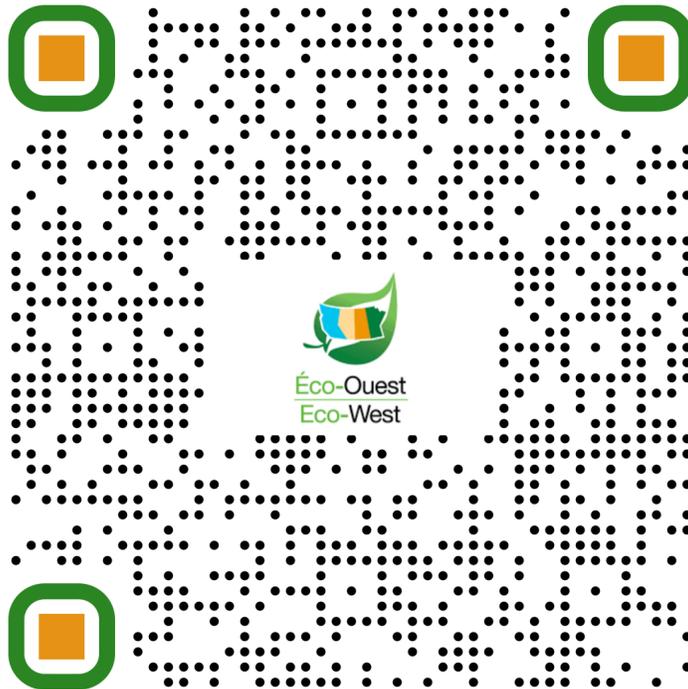
- Submit all applicable project verification documentation to zev@eco-ouest.com no later than December 31, 2023.
- Complete public engagement activities.
- Review, sign, and submit the Project Completion statement issued by Eco-West Canada.
- Complete the program evaluation survey issued by Eco-West Canada.

Step 6: Disbursement of Funding

- Receive the rebate cheque from Eco-West Canada.

Contact us

Additional information can be found on our website at <https://eco-ouest.com/electric-vehicle-infrastructure-program/> or by scanning this QR Code with your phone camera.



Any Questions or concerns about Eco-West Canada's funding program may be directed to:

zev@eco-ouest.com or by calling Gaby at 431-999-8910