



Bay Area Air Quality  
Management District

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Grant Opportunity  
Announcement, Program  
Guidance, and Evaluation  
Criteria  
for

Electric Vehicle  
Charging Station  
Demonstration Projects

*Only open to public agencies*

Bay Area Air Quality Management District  
939 Ellis Street, San Francisco, CA 94109

~~August 2015~~ Revised October 2015

The deadline for receiving applications ~~Application deadline~~ is 4 PM, December 18,  
2015 ~~October 8, 2015~~

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The Air District offers grants and incentives for the following projects types:

- Zero-Emissions Vehicles and Fueling Infrastructure
- On and Off-Road Heavy-Duty Diesel Vehicles
- Locomotives
- Agricultural Equipment
- Marine Vessels
- Lower-Emission School Buses
- Trip Reduction
- Community Grants

Contact us to learn more about Air District grants and incentives:

Website: <http://www.baaqmd.gov/grant-funding>

Email: [grants@baaqmd.gov](mailto:grants@baaqmd.gov)

Grants Information Request Line: (415) 749-4994



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

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***BAY AREA AIR QUALITY MANAGEMENT DISTRICT***

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The California Legislature created the Bay Area Air Quality Management District (Air District) in 1955 as the first regional air pollution control agency in the country, recognizing that air emissions overflow political boundaries. The nine counties of the San Francisco Bay Area form a regional air basin, sharing common geographical features and weather patterns, and therefore similar air pollution burdens, which cannot be addressed by counties acting on their own. The Air District is the public agency entrusted with regulating stationary sources of air pollution in the nine counties that surround San Francisco Bay: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, southwestern Solano, and southern Sonoma counties.

Vehicle emissions contribute to unhealthy levels of ozone (summertime "smog") and particulate matter. In the Bay Area, tailpipe emissions from on-road motor vehicles account for more than 40% of the criteria air pollutants and about 36% of the green-house gasses (GHG) generated.<sup>1,2</sup> Significant emissions reductions from the on-road transportation sector are key to helping the Bay Area to attain State and Federal ambient air quality standards.

To protect public health, the State Legislature enacted the California Clean Air Act in 1988. As part of the requirements, the Air District prepared the 2010 Clean Air Plan (CAP) which includes transportation control measures (TCMs), defined as "any strategy to reduce vehicle trips, vehicle use, vehicle miles traveled, vehicle idling, or traffic congestion for the purpose of reducing motor vehicle emissions," and mobile source measures (MSMs), which encourage the introduction of newer, cleaner motor vehicle technologies and the retirement of older, more polluting vehicles.

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***BAY AREA CLEAN AIR FOUNDATION***

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The Bay Area Clean Air Foundation (Foundation) was established by the Air District's Board of Directors as a nonprofit public benefit corporation in September 2008. The purpose of the Foundation is to provide financial, administrative, and programmatic support to the Air District. As part of its charter, the Foundation serves to fund air quality emissions reduction efforts and educational and service programs to support the mission of the Air District.

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***PROGRAM FUNDING SOURCES***

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Funding for the Electric Vehicle Charging Station Demonstration Program (Program) is provided by the Transportation Fund for Clean Air (TFCA) and Reformulated Gasoline (RFG) Settlement Fund.

***Transportation Fund for Clean Air***

In 1991, the California State Legislature authorized the Air District to impose a \$4 surcharge on motor vehicles registered within the nine-county San Francisco Bay Area to fund projects that reduce on-road motor vehicle emissions. The Air District has allocated these funds to its TFCA program to fund eligible trip reduction and alternative fuel vehicle-based projects that reduce tailpipe criteria emissions from on-road mobile sources. The statutory authority for the TFCA and requirements of the program are set forth in California Health and Safety Code Sections 44241 and 44242.

***Reformulated Gasoline Settlement Fund***

The Reformulated Gasoline Settlement Fund was created as a result of a judgment issued in Reformulated Gasoline (RFG) Antitrust and Patent Litigation, MDL Case No. 05-1761 CAS (VBKx) (U.S. District Court Central District of California) to provide grants to achieve clean air and fuel efficiency benefits for California consumers. On May 12, 2015, the U.S. District Court approved a grant under the RFG Open Grants Program whereby the Foundation, contracting with the Air District, will: (a) provide up to \$450,000 in financial assistance to public agencies for the installation of publicly available charging stations for electric vehicles in their communities; (b) following installation, collect data to measure environmental, economic and operating

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<sup>1</sup> BAAQMD, [Bay Area Emissions Inventory Summary Report: Criteria Air Pollutants Base Year 2011](#), May 2014.

<sup>2</sup> BAAQMD, [Bay Area Emissions Inventory Summary Report: Greenhouse Gases Base Year 2011](#), January 2015.

benefits; (c) publish a White Paper to include a summary, key features, benefits of, and lessons learned from this grant; and (d) share Program results with local governments, air districts, and other entities with an interest in the deployment of electric vehicle infrastructure.

### ***PURPOSE OF SOLICITATION***

The Air District is seeking public entities interested in demonstrating ready-to-go (“shovel-ready”) projects that will deploy electric vehicle (EV) charging stations at a variety of publicly-available locations to determine their environmental, economic, and operating benefits. Public entities will install, operate, and maintain the charging stations; collect usage and demand data; and—in partnership with the Air District—participate in roundtable discussions with other entities to share lessons learned and best practices. Information gathered from this Program will be published in a publicly-available white paper.

Up to \$900,000 in grant funding is available for the Program, which will provide up to 90% of total eligible costs for the installation of new, publicly-available EV charging stations along major transportation corridors, at workplaces, and at key destinations. Funds for this project will be awarded through a competitive grant application process whereby applicants who request lower grant amounts per ton of emissions reduced will be scored higher. In addition, the Program prioritizes projects that are “shovel-ready,” incorporate renewable energy, help to expand the region’s charging network, and are located in Air District-designated [Community Air Risk Evaluation \(CARE\) Program areas](#). Grant recipients must comply with all Program Requirements and Air District staff may request additional documentation to verify the information provided in applications.

The Air District reserves the right to recommend a reduced amount of funding from the amount that was requested in the event that the Program is oversubscribed, or to ensure that the project meets the cost-effectiveness limits. The Air District also reserves the right to modify this solicitation at its discretion.

### ***PROGRAM SCHEDULE/TIMELINE***

DATE	ACTIVITY
August 18, 2015	Program solicitation released
August 26, 2015 and September 3, 2015	Pre-application webinars
<a href="#">October 13, 2015</a>	<a href="#">Program guidance revised; application deadline extended</a>
<a href="#">November 5, 2015</a>	<a href="#">Pre-application webinar</a>
<del>October 8, 2015</del> <a href="#">December 18, 2015</a> , 4 PM	Application deadline (solicitation closes)
By <del>December 14, 2015</del> <a href="#">January 25, 2016</a> (tentative)	Notice of Determination: Air District notifies applicants about the results of the evaluation of their application
<ul style="list-style-type: none"> <li>• Within 30 days of the notice of determination for applicants requesting \$100,000 or less, or</li> <li>• Within 90 days of the notice of determination for applicants requesting more than \$100,000</li> </ul>	Proposed funding agreements forwarded to <a href="#">applicants with projects that are selected for awardees for signature</a> (awardees must return signed agreement within 60 days)
Spring 2016 (no later than May 3, 2016)	All contracts executed
Within 90 days after funding agreement is executed	Projects must commence to remain eligible (e.g., permits obtained, CEQA completed, equipment purchased) and 1 <sup>st</sup> Semi-Annual Report submitted to Air District during the implementation phase
Within 6 months after funding agreement is executed	All project equipment/stations must be installed and available for use by the public; awarded funds must be expended and Interim Status Report and Final Invoice submitted to the Air District; Air District reimburses 85% of funds awarded.
Every February 15 and August 15 after charging stations have been placed into service for at least 3 years and until usage requirement is satisfied	Operational Report (usage, lessons learned) submitted to Air District
On-going	Participate in roundtable discussions and case studies

After submission of the last Operational Report	<b>Final Payment:</b> Air District releases 15% retention amount
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### ***PRE-APPLICATION WORKSHOPS***

Air District staff will be conducting a public pre-application workshops via webinar to share information and answer questions about the Program. The webinars will cover Program Requirements, application process, application evaluation criteria, and grant awardee administrative requirements. Webinar attendance is optional but encouraged. *Registration is required for attending the webinars, and early registration is encouraged as each the webinar is limited to 100 attendees.*

#### ***Webinar Dates:***

- ~~Wednesday, August 26, 2015 (10:00AM – 11:00AM) (Register for webinar)~~
- ~~Thursday, September 3, 2015 (2:00PM – 3:00PM) (Register for webinar)~~ Thursday, November 5, 2015 (10:00 AM to 11:30 AM) (Register for webinar)

Based on demand, additional workshops may be scheduled in the future. Notices about additional pre-application workshops will be sent via email to parties that have signed up to receive free [TFCA email alerts](#). Interested parties are also encouraged to visit the [Program website](#) for updates.

### ***PROGRAM CONTACT INFORMATION***

Please direct all questions about this solicitation in writing to Chengfeng Wang, Supervising Air Quality Specialist, either by email at [cwang@baaqmd.gov](mailto:cwang@baaqmd.gov) (subject "EV Charging Station Demonstration Program") or by mail to: Chengfeng Wang; 939 Ellis Street, San Francisco, CA 94109.

Any verbal communication with an Air District staff person concerning this solicitation is not binding on the Air District and shall in no way alter a specification, term, or condition of the solicitation.

Responses to questions, Program materials, and Program updates will be posted on the [Program website](#).

### ***APPLICATION FORMAT, REQUIRED DOCUMENTS, AND DELIVERY***

*Complete application packages must be received by the Air District both electronically (using the [Online Application Form](#)) and as a hardcopy (one copy) by 4 PM, ~~October 8, 2015~~ December 18, 2015.*

#### **Application packages must include the following documents:**

- Completed [Online Application Form](#)
- Evidence of Authority to Apply and Implement Project, either a signed:
  - 1) Letter of commitment from the applicant's representative with authority (e.g., Chief Executive or Financial Officer, Executive Director, or City Manager); or
  - 2) Resolution from the governing body (e.g., City Council, Board of Supervisors)
- Proof of authority to install and operate each Charging Station (e.g., copy of deed or copy of signed agreement with the owner if the property is not owned by the applicant)
- Map showing each proposed Facility and the location of each Charging Station
- Copy of cost estimate for each charger at each facility
- Estimate of usage for each Charging Station with supporting documentation (for projects requesting case-by-case evaluation)
- Proof of insurance
- W-9 Form (submit only as a hardcopy; do not upload)

The hardcopy must be mailed to: Bay Area Air Quality Management District  
ATTN: SID "EV Charging Station Demonstration Program"  
939 Ellis Street, San Francisco, CA 94109

## ***PROGRAM REQUIREMENTS***

### **BASIC ELIGIBILITY**

*The Air District will fund only Eligible Projects proposed by Eligible Recipients.*

1. **Eligible Projects:** Only projects that result in the surplus reduction of motor vehicle emissions (i.e., reductions that are beyond what is required by regulations, contracts, and other legally binding obligations at the time the Air District executes the project's funding agreement) within the [Air District's jurisdiction](#) are eligible.

Eligible projects must conform to the provisions of the California Health and Safety Code (HSC) sections 44220 et seq. and meet all of the Project Requirements.

2. **Eligible Recipients:** Only public agencies are eligible. Eligible Recipients must meet all of the Applicant/Grantee Requirements.

### **APPLICANT/GRANTEE REQUIREMENTS**

3. **Grantees are required to do the following:**

- A. Operate and maintain each charging station for a minimum period of three (3) years after the last of a Project's Charging Stations is placed into service and becomes available for use by the public.
- B. Maintain the Charging Stations properly and guarantee that the stations are accessible and serviceable for 90 percent of the days during each calendar year.
- C. Allow the Air District or its authorized representatives to conduct financial audits and agree to make available to the Air District all records relating to project performance and expenses incurred in the implementation of the project.
- D. Allow the Air District, the RFG Fund Administrators, and/or their authorized representatives to inspect the charging station locations and equipment at all times during the Project Life. Grant recipients shall cooperate with such inspections; the Air District shall make reasonable efforts to conduct such inspections during normal business hours.
- E. Prepare and maintain all necessary project records to document project activities and performance to support the Program reporting requirements. Grant recipients shall submit the required Semi-Annual, Interim Status, and Operational Reports to the Air District by the due dates specified in the grant agreement.
- F. Acknowledge the Air District, the Reformulated Gasoline Settlement Fund, and the Bay Area Clean Air Foundation as a project funding source at all times during the Project Life.
- G. Install, maintain, and operate the funded equipment in accordance with all applicable state, federal and local laws and regulations, including compliance with all applicable requirements of the Americans with Disabilities Act (ADA) throughout the Project Life.
- H. Allow the Air District or its authorized representatives to compile reported usage information about the Project into a white paper that will be made publicly-available.

4. **Authority to Apply and Implement Project:** Applicants must demonstrate that they have the legal authority to submit the application, to enter into a Project Funding Agreement, to carry out the project, and to bind the applicant entity to perform all of the work associated with the proposed project, including the right or authorization to apply for and obtain necessary electrical/building permits, to install and operate the charging station until the usage requirements are met and for a minimum of three years, and to provide all required funding.
5. **Viable Project and Matching Funds:** *This Program provides incentive funding on a reimbursement basis. Up to 85% of the funds awarded will be reimbursed after the last project charging station has been placed into service and up to 15% (the withheld amount) will be reimbursed after all of the Project Requirements have been satisfied.* Therefore, applicants must demonstrate that they have adequate funds from a non-Air District source to cover all stages of their proposed project(s) from

commencement through the end of their Project's Life. In addition, applicants must demonstrate that they have available and are ready to commit all necessary matching funds from a non-Air District source of funding.

6. **In Compliance with Air Quality Regulations:** Applicants must certify that, at the time of the application and at the time of issuance of the grant, they are in compliance with all local (e.g., Air District), State, and Federal air quality regulations. Applicants who have an unresolved violation of Air District, State, or Federal air quality rules or regulations are not eligible for funding. The Air District may terminate a grant agreement and seek reimbursement of distributed funds from project sponsors who were not eligible for funding at the time of the grant.
7. **In Compliance with Agreement Requirements:** Project sponsors who have failed to meet contractual requirements such as project implementation milestones or monitoring and reporting requirements for any project funded by the Air District may not be considered eligible for new funding until such time as all of the unfulfilled obligations are met.
8. **Executed Funding Agreement:** Only a fully-executed funding agreement (i.e., signed by both the project sponsor and the Air District) constitutes the Air District's award of funds for a project. Approval of an application for the project by the Air District Board of Directors or notices such as a transmittal letter announcing the proposed award do not constitute a final obligation on the part of the Air District to fund a project.

Applicants must sign and return the Project Funding Agreement(s) within 60 days from the date the agreement(s) was transmitted to them in order to remain eligible for award.

9. **Maintain Insurance:** Project sponsors must maintain general liability insurance and additional insurance that is appropriate for its specific project type throughout the grant agreement term and the Project's Life, with coverage being no less than the amounts specified in the respective funding agreement (see Appendix A). Project sponsors shall require their subcontractors to obtain and maintain such insurance of the type and in the amounts required by the grant agreements.
10. **Independent Air District Audit Findings and Determinations:** Project sponsors who have failed either a fiscal audit or a performance audit for a prior Air District funded project will be excluded from future funding for three (3) years from the date of the Air District's final determination of the finding(s) in accordance with HSC section 44242. Additionally, project sponsors with open projects will not be reimbursed until all audit recommendations and remedies have been satisfactorily implemented.

A failed fiscal audit means an uncorrected audit finding that confirms an ineligible expenditure of funds. A failed performance audit means that a project was not implemented as set forth in the project funding agreement.

Project sponsors must return funds that the Air District has determined were expended in a manner contrary to the Program Requirements and/or requirements of HSC Code section 44220 et seq. or otherwise failed to comply with the approved project scope, as set forth in the Project Funding Agreement. Applicants who failed to reimburse such funds to the Air District from prior Air District funded projects will be excluded from future TFCA funding until corrected.

11. **Good Faith Application:** Applications will be evaluated and recommendations for award of funding will be made based on the information provided by the applicants. The Air District reserves the right to reject an application and/or cancel an award at any time if any of the following circumstances are discovered:
  - A. The application contains false or intentionally misleading statements or references which do not support an attribute or condition contended by the applicant.
  - B. The application is intended to erroneously and fallaciously mislead the Air District in its evaluation of the application and the attribute, condition, or capability is a requirement of this solicitation.
  - C. The application does not literally comply or contains caveats that conflict with the solicitation and the variation or deviation is material or it is otherwise non-responsive.

**PROJECT REQUIREMENTS**

- 12. Cost-Effectiveness:** The Air District will determine the estimated emission reductions, gasoline reductions, and funding effectiveness for the project. Furthermore, projects must not exceed a maximum cost-effectiveness (C-E) (\$/weighted ton) limit of \$250,000 based on the ratio of TFCA fund awarded divided by the sum of surplus emissions reduced of reactive organic gases (ROG), nitrogen oxides (NO<sub>x</sub>), and weighted PM<sub>10</sub> (particulate matter 10 microns in diameter and smaller) over the Project Life. Projects that propose renewable energy generation must not exceed a C-E limit of \$500,000.

*Applicants that propose projects that include qualifying dual chargers, chargers that can re-charge vehicles faster, and that request the least amount of funding per charger, will be considered the most cost-effective and will receive a higher C-E score.*

- 13. Readiness:** Projects must meet the following implementation milestones:

- A. **Within 90 days from the date the funding agreement is executed:** The project sponsor is required to notify the Air District in writing of the status of its implementation of the Project and is required to submit evidence that significant preparatory work has been completed (e.g., permits obtained, CEQA completed, equipment purchased).
- B. **Within 6 months from the date the funding agreement is executed:** All Project equipment/stations must be installed and available for use by the public; all Project expenses have been incurred.

*Applicants that propose projects that have complied with all applicable local permitting authority requirements (e.g., obtained permits, completed CEQA) will be considered the most “shovel-ready” and will receive a higher Readiness score.*

- 14. Project Revisions:** The Air District will consider only requests for modifications to approved projects that achieve the same or better cost-effectiveness, comply with all Program Requirements, and are in compliance with all applicable Federal and State laws, and District rules and regulations. The Air District may also approve minor modifications, such as to correct typographical mistakes in the grant agreements or to change the name of the grantees, without re-evaluating the proposed modification in light of the regulations, contracts, and other legally-binding obligations that are in effect at the time the minor modification was proposed.

- 15. Charging Station Requirements:** Projects must meet the following general requirements:

- A. Charging Stations must be installed at locations within the boundaries of the [Air District's jurisdiction](#).
- B. Charging Stations shall use an open communication protocol if networked.
- C. Charging Stations shall have the ability to collect fees from users/customers (e.g., pay-for-use, pay at parking garage). If payment is required to access or use a Charging Station, subscription fees or memberships are allowed; however, the stations must also be capable of accepting payment from non-members (e.g., credit cards, or other forms of on-demand payment).
- D. Charging Stations shall be installed in a well-lit, secure area.
- E. Project Sponsors may install equipment for use by their own fleet or employees but at least 50% of the Program-funded Charging Stations installed must be accessible for public use.

- 16. Eligible Facility Categories:** Each Project consists of one or more Facilities; each Facility must comply with its facility-specific requirements listed below:

- A. **Transportation Corridor Facilities primarily consist of one or more DC Fast Chargers** and must meet the following additional requirements:
- i) DC Fast Charging Stations must be located within one mile driving distance from the exit of a heavy volume expressway, conventional highway, or freeway, and at least 10 miles driving



distance away from the nearest existing publicly-available DC fast charging station. Applicants may propose to install equipment closer than the 10-mile limit if they provide evidence that the nearest existing location is not sufficient to meet the demand for charging in the proposed corridor.

- ii) Charging Stations shall be accessible for use 24 hours a day/365 days per year.
- iii) Level 2 Charging Stations may be co-located to complement DC Fast Charging Stations; however, Level 1 Charging Stations installed at Transportation Corridor Facilities are not eligible for funding.

**B. Workplace Charging Facilities are located at a non-residential business employment centers (e.g., business park, office complex) and must meet the following additional requirements:**

- i) Charging Stations shall be accessible, at a minimum, during regular business hours.
- ii) Applicants who propose projects at Workplace Charging Facilities must also provide a description of how they will encourage shared use of the Charging Stations to maximize their use.

**C. Destination Charging Facilities are located in close proximity to and directly serve one or more commercial activity center (e.g., mixed use, recreational facilities).** Destination Charging Facilities must also be accessible to the public, at a minimum, during regular business hours.

**17. Case-by-Case Projects:**

- A. **Other Charger Types:** Proposed projects with charger types not listed in Table 1 may be evaluated on a case-by-case basis. The proposed charger type must be certified by an independent and nationally-recognized testing and certification company (e.g., Underwriters Laboratories, Inc., Intertek). The charger type must also be able to re-charge California Air Resources Board certified plug-in electric vehicles. Applicants who propose projects with charging types that are not listed in Table 1 must also provide information showing how the usage requirements will be satisfied and an explanation about how the proposed Charging Stations will provide public benefits.
- B. **Lower Usage Requirements:** Applicants may propose a lower usage requirement than the limits listed in Table 1 for a reduced award amount.
- C. **Chargers Serving TFCA-Funded Fleets:** Applicants may propose projects with chargers that will also serve vehicles that have previously received TFCA funds; however new award amounts will be reduced by the corresponding amount of TFCA funds awarded for each of the vehicles.

**18. Solar or Wind:** Projects that propose to offset their Charging Stations' energy demand with on-site zero-emission power generation, either by wind or by solar, may qualify for additional funding. Pre-existing solar and wind installations will not qualify for additional funding. Note: Renewable energy credits (RECs) **cannot** be used to qualify for the higher funding limits.

**INELIGIBLE PROJECTS AND COSTS**

The following costs are neither eligible for reimbursement nor can be applied to fulfill matching fund requirements.

- 19. Duplication:** Projects that have previously received TFCA Funds (including Regional Funds or County Program Manager Funds) and do not propose to achieve additional emissions reductions are not eligible. Additionally, projects that propose charging stations that serve only, or primarily, vehicles that were paid for with TFCA funds, and therefore would not achieve additional emissions reductions, are also not eligible.
- 20. Planning Activities:** The costs of preparing or conducting feasibility studies or any other planning activities are not eligible.
- 21. Costs Incurred Prior to the Execution of a Funding Agreement:** Costs incurred prior to the execution of a funding agreement (e.g., costs related to the development of proposals and applications, obtaining quotes, permitting fees) are not eligible.

22. **Costs for Maintenance, Repairs, and Operations:** Costs incurred from building or repaving parking areas, maintenance, repairs, rehabilitation, extended warranties or maintenance agreements, electricity use (utility), and operations (e.g., network fees) are not eligible.
23. **Administrative Costs:** Administrative costs are not eligible for Program funding. Administrative costs include accounting for Program funds and fulfilling contractual obligations, including, but not limited to participation in roundtable discussions and case studies, audits, reporting and record-keeping requirements specified in the funding agreement.

#### MONITORING, REPORTING, AND CASE STUDY PARTICIPATION

24. **Progress Reports:** Project sponsors are required to monitor and report on their Project's status during the implementation and operational phases.
25. **Case Study Participation:** In addition to expanding the availability of charging stations in the Bay Area, another Program objective is to gather usage information, document challenges, and develop best practices for the future deployment of charging stations. Therefore, applicants who are awarded funding through this Program will be required to share charger usage data, attend roundtable discussions regarding their Project, and participate in case studies to share information about their Project and lessons learned. Data and usage statistics generated from this Program will be published in a white paper and made publicly-available.

#### FUNDING LIMITS, USE OF GRANT AND MATCH FUNDS, AND REIMBURSEMENT PROCESS





26. **Minimum Grant Amount:** \$10,000 per application (and completed project). The Air District reserves the right to terminate the funding agreement and cancel an award if a project sponsor reduces a Project's scope and the final amount that is eligible for reimbursement falls below the Minimum Grant Amount.
27. **Maximum Grant Amount:**
  - A. \$250,000 per applicant for Projects that deploy Level 2 and Level 1 Charging Stations.
  - B. For applicants proposing Projects with DC Fast Chargers, the maximum funding limit is increased to \$600,000 per applicant; however, any additional funding requested above the \$250,000 limit may only be used for the installation of DC Fast Chargers.

*The Air District reserves the right to increase or decrease these limits.*

28. **Funding Award Limits:** *This is a competitive solicitation; applicants requesting less funds per charger or proposing qualifying dual chargers or charging stations that can re-charge vehicles faster, will rank higher on cost-effectiveness.*

The total award amount for each Project is limited to 90% of eligible project costs incurred. The award per Charging Station is limited to the amount, varying by charger type, listed in Table 1 below. These funding amounts have been determined based on the estimated usage of each charger type. Definitions for the charger types can be found in Appendix B. The total Project Life usage requirement per charger is also listed in Table 1 below.

**Table 1. Funding Award Limits and Usage Requirements per Charging Station**

Project Scope	Maximum Funding Amounts (Usage Requirement <sup>3</sup> )		
	Level 1 (1,500 kWh)	Level 2 (9,000 kWh)	DC Fast (75,000 kWh)
 <b>Charging Station</b>	\$3,000	\$11,000	\$75,000
 <b>Bonus for Solar or Wind Power</b>	<b>\$0.50 per kWh generated, up to a maximum of:</b>		
	\$500	\$3,000	\$25,000
 +  <b>Total Maximum</b>	<b>\$3,500</b>	<b>\$14,000</b>	<b>\$100,000</b>

*The Air District may recommend a lower funding award to applicants who have not fully demonstrated how they will fulfill the usage requirements. Similarly, Project Sponsors that fail to meet the usage requirements will have their Funding Amounts for the Charger and the Solar or Wind Bonus proportionally reduced, based on the percentage of their usage requirement that is fulfilled.*

- 29. Eligible Project Costs:** Only costs that are *directly related* to the installation of the approved Charging Station(s) and incurred after the execution of the Project Funding Agreement are eligible for reimbursement. The following costs are eligible for funding and may be considered as match funds:
- A. Charging Station hardware, including tax and shipping fees;
  - B. Labor, materials (e.g., trenching, wiring, and conduit), and necessary electrical upgrades to meet the demands of the Charging Stations (i.e., electrical panels and transformers);
  - C. Permit fees;
  - D. Hardware equipment separate from the charger used to record kWh dispensed from the equipment to PEVs (e.g., separate meter, data logger); and
  - E. Additionally, for projects that propose to incorporate a solar or wind power generation component:
    - i) Power generation and battery storage hardware, including tax and shipping fees;
    - ii) Labor and materials directly related to the installation of power generation and battery storage equipment.
- 30. Funding for Chargers Serving TFCA-Funded Vehicles:** *The Air District provides funding for the purchase and lease of new plug-in electric vehicles through its [PEV Rebate Program](#). Applicants interested in purchasing vehicles along with deploying chargers are encouraged to apply to both programs separately. Proposed projects for chargers that will service public fleets that have received Air District funding will be evaluated on a case-by-case basis.*
- 31. Reimbursement Process:** Payment is made on a reimbursement basis after all Project equipment is placed into service and after all Project costs have been incurred and documented.

Up to 85% of the funds awarded will be reimbursed after the last Project Charging Station has been placed into service and after the Air District has received and approved the Interim Status Report and

<sup>3</sup> The Project Life usage requirement will be evaluated on a per Project basis across all funded Charging Stations.

invoice for each Facility. The remaining 15% (the withheld amount) is reimbursed after the Project Sponsor submits the final Operational Report and all of the other Project Requirements have been satisfied.

*The award and reimbursable amount may be reduced (prorated) if the Project’s usage requirements are not satisfied by the end of the Project Life or if the actual total project cost is less than the estimated total project cost.*

**EVALUATION CRITERIA**

Proposed projects must meet all the Program Requirements, and applications will be scored in each of the first five evaluation criteria outlined in Table 2. Projects will be ranked by calculating the percentage of total eligible points scored in descending order. In the event that two or more projects achieve an equal score, the project with the best ~~TECA~~-cost-effectiveness will receive a higher ranking.

Recommendations for award of funds will be made beginning with the highest ranking project and proceeding in sequence to lower ranking projects. If the solicitation for these funds is oversubscribed, the point where the next-ranked eligible project cannot be fully funded defines the cut-off point for the funding, i.e., all projects above this point will be recommended for award; projects below the cut-off point will be placed on a waitlist, and will be considered for award if funding becomes available. ~~If the program is undersubscribed, a second solicitation for projects may be issued at a later date.~~

Applications will be scored and ranked using following evaluation criteria:

**Table 2. Evaluation Criteria**

Criteria	Max Points
<p>1. <b>Cost-Effectiveness (C-E):</b> Projects will be evaluated based on the ratio of funds requested to gallons of gasoline use reduced and the ratio of funds requested to tons of tailpipe criteria pollutant emissions reduced.</p> <p>Examples of projects that will score higher in this criterion include those that request less than the maximum amount of funding allowed per charger, or propose charging stations with dual ports capable of refueling two vehicles at the same time and at the same charging rate required of a single charger or charging stations that can re-charge vehicles faster.</p> <p><i>Air District staff will determine the estimated emissions reductions, gasoline use reductions, and funding effectiveness based on the information provided in the applications.</i></p>	75
<p>2. <b>Readiness:</b> Projects that have complied with all applicable local permitting authority requirements (e.g., obtained permits, completed CEQA) will be considered the most “shovel-ready” and will qualify for additional points.</p>	10
<p>3. <b>Public Accessibility:</b> Projects that have more than 50% of their charging stations available for public use will qualify for additional points.</p>	10
<p>4. <b>Charger Network Expansion:</b> Projects installing charging stations that are located at least two miles driving distance from the nearest charging station will qualify for additional points.</p>	5
<p>5. <b>Highly-Impacted Community:</b> The first 25% of funding will be reserved for the highest-scoring projects located in <a href="#">Community Air Risk Evaluation (CARE) Program areas</a>.</p>	Y/N
<b>TOTAL</b>	<b>100</b>

~~Projects must achieve a minimum score of 70 points to be considered for funding.~~ The Air District reserves the right to request additional information to substantiate an applicant’s request for funding.

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**APPENDIX A: INSURANCE GUIDELINES**


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This appendix provides guidance on the insurance coverage and documentation typically required for grant funded projects. Note that the Air District reserves the right to specify different types or levels of insurance in the funding agreement.

The typical funding agreement requires that each project sponsor provide documentation showing that the project sponsor meets the following requirements for each of its projects.

- a) **Liability Insurance** with a limit of not less than \$1,000,000 per occurrence, of the type usual and customary to the business of the Project Sponsor, and to the operation of the vehicles, vessels, engines or equipment operated by the Project Sponsor.
- b) **Property Insurance** in an amount of not less than the insurable value of Project Sponsor's vehicles, engines or equipment funded under the Agreement, and covering all risks of loss, damage or destruction of such vehicles, vessels, engines or equipment.
- c) **Workers Compensation Insurance** as required by California law and employer's liability insurance with a limit of not less than \$1,000,000.
- d) **Acceptability of Insurers:** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A, VII. The Air District may, at its sole discretion, waive or alter this requirement or accept self-insurance in lieu of any required policy of insurance.

The table lists the types of insurance coverage generally required. The requirements may differ in specific cases. Project Sponsors should contact the Air District with questions, especially about unusual projects.

Activity	Insurance Required
Charging Stations	Commercial General Liability Automobile Liability Automobile Physical Damage Workers Compensation

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**APPENDIX B: DEFINITIONS**

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**Charging Station:** Also known as electric vehicle supply equipment (EVSE), consist of the conductors, including the ungrounded, grounded, and equipment grounding conductors and the electric vehicle connectors, attachment plugs, and all other fittings, devices, power outlets, or apparatus installed specifically for the purpose of delivering energy from the premises wiring to the electric vehicle.  
([http://www.psrc.org/assets/3729/A\\_NEC\\_625\\_2008.pdf](http://www.psrc.org/assets/3729/A_NEC_625_2008.pdf))

**Destination Charging:** This category is for destinations that drivers travel “medium-to-long” distances from their home and where the vehicle would tend to be parked for more than one hour. Examples of this category include shopping and retail/commercial centers, recreational areas, restaurants, theaters, stadiums, amusement parks, museums, and airports.

**Direct Current (DC) Fast Charger:** Configured at 40kW or higher with a CHAdeMO connector or with a dual SAE Combo and CHAdeMO connector. Requires a three-phase 208 Volt AC minimum input power. Chargers must have the ability to communicate with vehicle battery management systems and can accept various forms of payment for customers to use equipment include, but not limited to, pay-by-phone, credit card, pre-paid card, and subscription service. Payment can not only be limited to solely a subscription service. Additionally, these chargers must be certified by the Underwriters Laboratories, Inc. (UL), or equivalent safety standard.

**Facility:** A discrete location (e.g., same parcel number or physical address, parking structure) that has one or more Charging Stations.

**Level 2 Charger:** Configured to a minimum output of 6.6 kW, offers charging through 240 to 208 volt electrical service, and meets the Society of Automotive Engineers (SAE) standard J1772. Additionally, requires installation of a dedicated circuit of 20 to 100 amps and can operate at up to 80 amperes and 19.2 kW.  
([http://www.psrc.org/assets/3729/A\\_NEC\\_625\\_2008.pdf](http://www.psrc.org/assets/3729/A_NEC_625_2008.pdf)).

**Level 1 Charger:** Configured to a minimum output of 1.4 kW and permits plugging into a common, grounded 120-volt electrical receptacle (NEMA S-15R or S-20R). The maximum load on this receptacle is 12 amperes or 1.4 kVa. The minimum circuit and overcurrent rating for this connection is 15 amperes for a 15-ampere receptacle and 20 amperes for a 20-ampere receptacle.  
([http://www.psrc.org/assets/3729/A\\_NEC\\_625\\_2008.pdf](http://www.psrc.org/assets/3729/A_NEC_625_2008.pdf)).

**Plug-in Electric Vehicle (PEV):** A vehicle that is propelled in part or solely by an electric motor, is capable of being recharged from an external source of electricity that meets the Society of Automotive Engineers and/or CHAdeMO protocol standard, and has a California air Resources Board fuel standard of Plug-in Gasoline Electric Hybrid or LI+.

**Project:** Complies with all applicable EV Charging Station Demonstration Program requirements and consists of one or more Facilities.

**Project Life:** The period of time that begins when the last of a Project’s Charging Stations have been placed into service (and becomes available for use by the public) and ends after the Project’s usage requirement has been satisfied and after all of the station have been in service for a minimum of three years.

**Transportation Corridor Charging:** Corridor charging gives existing and prospective electric vehicle owners the assurance that they can re-fuel when travelling long distances away from home. Chargers are sited in qualifying locations (e.g., rest areas, coffee shops, gas stations) in close proximity to major roadways and provide extended electric- range to Bay Area and long-distance PEV drivers.

**Workplace Charging:** Workplace charging allows PEV drivers to maximize the zero-emissions miles driven as part of their daily commute. Chargers can also be considered an amenity to the workplace’s customers, employees, and to the public.