Bay Area Air Quality Management District

Transportation Fund for Clean Air (TFCA)
Regional Fund
Grant Program Requirements:

Plug-in Electric Vehicle (PEV) Charging Station Projects

For Fiscal Year Ending (FYE) 2015

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

March 13, 2015

The deadline for receiving comments is Wednesday, April 1, 2015 by 4:00 PM.

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OTHER AIR DISTRICT GRANT & INCENTIVE PROGRAMS

In addition to the incentives for plug-in electric vehicle charging stations, the Air District also offers grants and incentives for the following project types:

- On and Off-Road Heavy-Duty Diesel Vehicles
- Locomotives
- Marine Vessels
- Lower-Emission School Buses
- Shuttle, Ridesharing and Vanpool
- Light-Duty Vehicle Buy Back
- Electronic Bicycle Lockers
- Alternative Fuel Vehicles and Infrastructure

For more information on Air District Grants and Incentives contact us:

Website: www.baaqmd.gov/Divisions/Strategic-Incentives.aspx

Email: grants@baaqmd.gov

Grants Information Request Line: (415) 749-4994

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

The Bay Area Air Quality Management District (Air District) was created by the California legislature in 1955 and was the first regional agency to be tasked with reducing air pollution in California. The Air District jurisdiction includes Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, southwestern Solano, and southern Sonoma Counties. It is governed by a twenty-two member Board of Directors drawn from locally elected officials, including county supervisors, mayors, and city council members.

In the Bay Area, the transportation sector accounts for more than 50% of criteria pollutants (ROG, NOX, and PM), and more than 40% of greenhouse gas (GHG) emissions. Significant emission reductions from the on-road transportation sector are key to helping the Bay Area to attain State and Federal ambient air quality standards. Based on recent technological advances in electric vehicle technology, zero- and partial zero-emission vehicles are a promising solution to meeting local, State and Federal criteria and GHG emission reduction targets.

THE TRANSPORTATION FUND FOR CLEAN AIR FUND

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

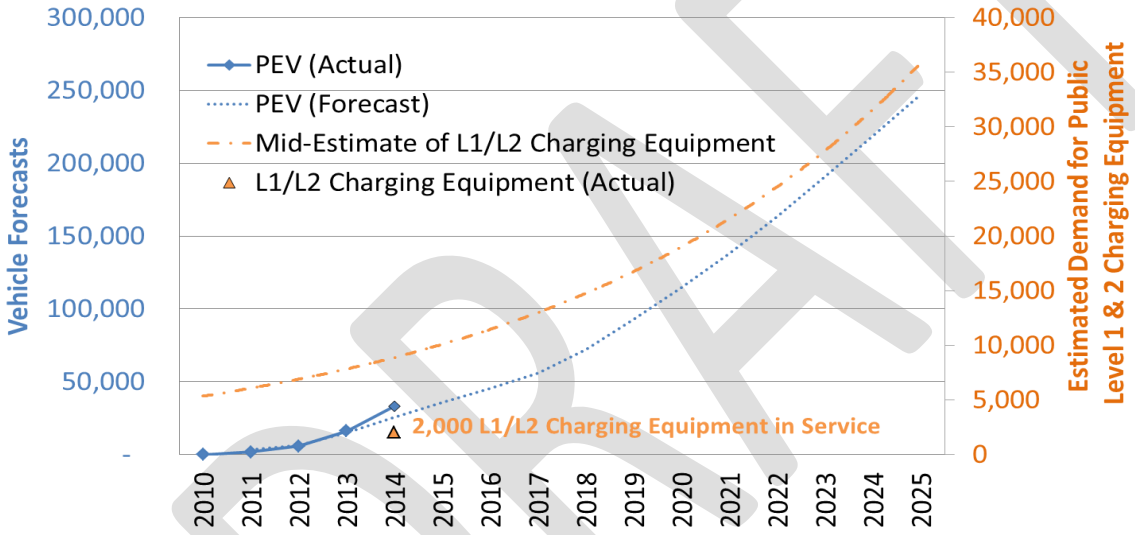
Sixty percent (60%) of TFCA funds are awarded directly by the Air District through a grant program known as the Regional Fund and through Air District-sponsored programs. The remaining forty percent (40%) of TFCA funds are forwarded to the designated agency within each Bay Area county and distributed by these through the County Program Manager Fund program (see www.baaqmd.gov/tfca4pm for details).

PLUG-IN ELECTRIC VEHICLE (PEV) CHARGING STATION DEPLOYMENT PROGRAM

Over the past 20 years, the Air District has funded clean air vehicles and infrastructure to support adoption of alternative fuel vehicles. The Air District views plug-in electric vehicles (PEVs) as a promising technology for reducing tailpipe emissions, thus helping the region achieve local, State, and Federal criteria pollutant and greenhouse gas (GHG) emission reduction targets.

In order to meet the Bay Area's air quality criteria pollutant and GHG emission reduction targets, the adoption of PEVs must be accelerated. To reach this goal, the Bay Area Plug-In Electric Vehicle Readiness Plan (http://www.baaqmd.gov/Divisions/Strategic-Incentives/Bay-Area-EV-Ready/PEV-Ready.aspx) was developed by the Air District, in partnership with the Metropolitan Transportation Commission (MTC) and the Association of Bay Area Governments (ABAG), and co-sponsored by the Department of Energy (DOE) and the California Energy Commission (CEC). The Plan outlines a series of strategies and best practices that can be taken by regional agencies and other stakeholders to remove potential barriers and accelerate deployment of PEVs. The Plan also identifies opportunities for focusing the Air District's incentive funds to meet the PEV adoption target and the amount of publicly available charging infrastructure needed to support these PEV targets, shown in Figure 1 (below). The dotted blue line represents PEV targets (Forecasts) and the dotted orange line represents the estimated demand for publicly-available Level 1 and 2 charging stations. As of December 31, 2014, the Bay Area is slightly ahead of its projection in PEVS, but is below the amount of publicly available infrastructure needed to support current and future PEVs.

Figure 1. Targets for PEV and Publicly Available Charging Stations (2010 – 2025)



Following the adoption of the PEV Readiness Plan, the Air District's Board of Directors authorized and committed $12.75 million to accelerate the deployment of PEVs and publicly available charging stations. This investment builds on the Air District's prior $5 million investment that resulted in the deployment of approximately 200 publicly accessible Level 2 charging stations and about 1,500 residential home charging stations.

The FYE 2015 PEV charging station deployment program ("Program") provides grant funding to help offset the cost of purchasing and installing DC fast, Level 2, and Level 1 electric vehicle charging stations at transportation corridors, popular trip destinations, workplaces, and multi-unit dwellings (MuDs). Grant recipients must maintain and operate the funded charging station for a minimum period of *four (4) years* after installation. Proposed projects must result in the surplus reduction of motor vehicle emissions within the Air District's jurisdiction and comply with other Program requirements. Note that any party that is required to install charging station by local ordinance or settlement, or had either received or plans to receive funds from a source that is required to install charging station by settlement is ineligible to apply.

Tentative Schedule:

DATE	ACTIVITY
March 13, 2015	**Draft Program requirements released for public comment.**
March 25, 2015	**Informational Stakeholder Meeting (Workshop) to discuss draft Program requirements and public comments.**
May 2015	**Solicitation released.**
TBD	**Workshop to discuss Program requirements and application process.**
Within 90 days of Air District receipt of application	**Initial notice to applicants selected for an award.**
• Within 30 days of determining awards (grants less than $100,000), *or* • Within 60 days of determining awards (grants $100,000 or more)	**Funding agreements to awardees for signature.**
December 10, 2015 (by 4 PM), unless funds are exhausted sooner	**Solicitation closes.**
March 19, 2016	**Projects must commence to remain eligible (i.e., permits obtained, completed CEQA, purchased equipment).**
Within 9 months of award	**Projects must be completed and funds must be expended.**

Reimbursement: Funding is contingent upon receipt of an executed contract, successful completion of the project, and compliance with all project requirements. TFCA funds are paid to grant recipients on a reimbursement basis and may be used to cover *only Eligible Project Costs*. Payments will be made after the Air District receives and approves the Final Report and Final Invoice for project costs that have been incurred and documented. Costs incurred prior to the execution of the funding agreement are *ineligible* for reimbursement. All project components must be identified in the grant application and must be included in the project budget of the funding agreement in order to be eligible for reimbursement.

Contractual Requirements: Grant recipients will be subject to requirements including, but not limited, to the following:

- Submit semi-annual progress reports during the project construction/implementation phase;
- Submit Final Report upon project completion;
- Provide annual reports with station usage data for at least four years;
- Provide photographs of the installed charging stations;
- Display Air District-approved logos on equipment and signage, where applicable, and outreach materials;
- Credit the Air District in any signage, publicity/media and outreach material about the project;
- Maintain all insurance requirements that are specified in Appendix B; and
- Permit the Air District or its designee to inspect the charging stations and to audit program records to ensure that the funds have been spent in accordance with regulatory requirements and the Program guidelines. The

Air District reserves the right to inspect and conduct studies of TFCA-funded facilities to gather usage data and similar information.

PUBLIC WORKSHOP

The Air District will host an informational stakeholder workshop on Wednesday, March 25 2015, from 10:00 AM – 11:00 AM to discuss the draft Program requirements and to obtain public input. Interested parties may attend the workshop in person at 939 Ellis Street, San Francisco, CA 94109 or via webinar. Pre-registration is required for attending the workshop:

Pre-registration for attending in person: (pre-registration).

Pre-registration for attending via webinar: (pre-registration).

In addition, Air District staff is available to meet with interested parties to discuss Air District grant opportunities. To schedule a meeting, please send an email to grants@baaqmd.gov. For more information please contact us and let us know how we can assist you.

CONTACT INFORMATION

For general questions regarding the Program, please contact us by email at grants@baaqmd.gov (subject "RE: PEV Charging Station Deployment Program") or by phone at 415-749-4994. For specific questions about these policies, please contact Chengfeng Wang, Supervising Air Quality Specialist, by email at cwang@baaqmd.gov or by phone at 415-749-8647. For Program updates, please visit: http://www.baaqmd.gov/Divisions/Strategic-Incentives/Bay-Area-EV-Ready/PEV-Charging-Deployment-Program.aspx.

APPLICATION

Both online application and a hard copy of the application are required to be submitted to the Air District to complete an application. The following are required as part of the application submittal process:

- Letter of commitment
- Map of proposed locations
- Copy of cost estimate
- Proof of authority to install and operate proposed charging station on site (e.g., site is owned by applicant, applicant has signed agreement with owner, applicant has a memorandum of understanding)
- W-9 Form
- Proof of insurance

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PROGRAM REQUIREMENTS FOR PLUG-IN ELECTRIC VEHICLE (PEV) CHARGING STATION PROJECTS

The following requirements apply only to TFCA funded plug-in electric vehicle (PEV) charging station projects.

GENERAL

1. **Purpose:** The purpose of this funding program is to achieve surplus reduction of emissions of on-road motor vehicles and to support the PEV Readiness Plan's goal of deploying 110,000 PEVs by 2020 and 247,000 PEVs by 2025.

ELIGIBILITY

2. **Eligible Projects:** Only projects that result in surplus reduction of motor vehicle emissions within the Air District's jurisdiction are eligible. Projects must conform to the provisions of the California Health and Safety Code (HSC) sections 44220 et seq., program requirements described in this document, and applicable local, State and Federal requirements.

   Projects must achieve surplus emissions reductions within the Air District's jurisdiction, 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.

   Eligible projects include PEV charging stations and upgrades and improvements that expand access to existing PEV charging stations.

3. **Eligible Recipients and Authority to Apply:** Applicants must have the legal authority, as well as the financial and technical capability, to complete projects. Applicants must also be in good standing with the Air District. In addition, the following conditions apply:

   A. Eligible Recipients: Public agencies and non-public entities are eligible to apply.

   B. Authority to Apply: Applications must include either: 1) a signed letter of commitment from the applicant's representative with authority to enter into a funding agreement and to carry out the project (e.g., Chief Executive or Financial Officer, Executive Director, or City Manager); or 2) a signed resolution from the governing body (e.g., City Council, Board of Supervisors, or Board of Directors) authorizing the submittal of the application and authorizing the project to be carried out.

4. **Minimum Grant Amount:** $10,000 per applicant.

5. **Maximum Grant Amount:** $250,000 per applicant for Level 2 and Level 1 projects. For applicants who proposed projects with DC Fast Chargers, the maximum funding limit is increased up to $600,000; however, any additional funding requested above the $250,000 limit may only be used for the installation of DC Fast chargers.

APPLICANT IN GOOD STANDING

6. **In Compliance with Air Quality Regulations:** Applicants and projects sponsors who have an unresolved violation of District, state or Federal air quality rules or regulations are not eligible for funding. Project sponsors must remain in compliance with all District, state or Federal air quality rules or regulations throughout the term of the project.

7. **In Compliance with Agreement Requirements:** Project sponsors who have failed to meet project implementation milestones or who have failed to fulfill 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. **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 five (5) years from the date of the Air District's final determination in accordance with HSC section 44242.

Additionally, project sponsors with open projects will not be reimbursed for those projects 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 TFCA Funds' requirements and/or requirements of HSC Code section 44220 et seq.; the project did not result in a reduction of air pollution from the mobile sources or transportation control measures pursuant to the applicable plan; the funds were not spent for reduction of air pollution pursuant to a plan or program to be implemented by the TFCA Fund; 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.

9. **Signed 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 funding agreements within 60 days from the date the agreements were transmitted to them in order to remain eligible for award of TFCA Regional Funds. Applicants may request, in writing, an extension of up to no more than 180 days from the transmittal date to sign the grant agreements, which includes the basis for an extended signature period. At its discretion, the Air District may authorize such an extension.

   Project sponsors who failed to return a funding agreement from a previous funding cycle, or forfeit the grant, are not eligible to apply for a 12-month period.

10. **Insurance:** Project sponsors must maintain general liability insurance and additional insurance that is appropriate for its specific project type throughout the life of the project, with coverage being no less than the amounts specified in the respective funding agreement (see Appendix B). Project sponsors shall require their subcontractors to obtain and maintain such insurance of the type and in the amounts required by the grant agreements.

INELIGIBLE PROJECTS AND COSTS

11. **Duplication:** Projects that have previously been awarded TFCA funds that do not propose to achieve additional emission reductions are not eligible. Additionally, projects that propose charging stations that serve only vehicles that had previously been awarded TFCA funds and therefore would not achieve additional emission reductions are also not eligible.

12. **Costs for Maintenance, Repairs, and Operations:** Costs for maintenance, repairs, rehabilitation, and operations, are not eligible.

13. **Cost for Planning Activities:** The costs of preparing or conducting feasibility studies for land use projects that have not completed a Preliminary Design phase are not eligible. Other planning activities may be eligible, but only if the activities are both: 1) directly related to the implementation of a specific project or program, and 2) directly contribute to the project's emissions reductions.

14. **Cost of Developing Proposals and Grant Applications:** The costs to prepare grant applications are not eligible.

15. **Administrative Costs:** Administrative costs are not eligible for TFCA funding. Administrative costs include accounting for TFCA funds, and fulfilling contractual obligations, including, but not limited to reporting and record-keeping requirements specified in the funding agreement.

USE OF TFCA FUNDS

16. **Eligible Project Costs:** Costs for installation and equipment that directly support implementation of a project are eligible for TFCA funding. Eligible costs include:

- Labor and material construction costs to install equipment (e.g., trenching, wiring, and conduit) at the approved location;
- Labor and fees associated with cost to obtain permits; and
- Equipment and/or equipment shipping costs.

17. **Expend Funds within Nine Months:** Project sponsors must expend the awarded funds within nine months of effective dates of grant agreements. Project sponsors may request a longer period in grant applications or after projects are approved and grant agreements are executed, before the end of the agreements' term. If the Air District approves a longer period, the parties shall memorialize the approval and length of the extension formally (i.e., in writing) in the grant agreement or in an amendment to the executed grant agreement.

CHARGING TYPES, GRANT AMOUNTS, AND DATA REPORTING REQUIREMENTS

18. **Maximum Grant Award Amounts:**

Awards will be limited to 85% of eligible project costs costs incurred, up to the maximum grant award amount, varying by charging station type, listed in the table below.

Charging Station Type	Maximum Grant Amount
Direct Current (DC) Fast	$30,000
Low kW DC Fast	$5,000
Level 2	$2,000
Level 1	$500

Projects will be evaluated to demine if they meet the TFCA cost-effectiveness limit (i.e., funding effectiveness) of $250,000 per ton ($/ton) of total reactive organic gases (ROG), oxides of nitrogen (NO_x), and weighted particulate matter less than 10 microns in diameter (PM_{10}) emissions reduced.

PROJECT REQUIREMENTS

19. **Project Requirements:** The following requirements apply to PEV charging station projects.

A. General Project Requirements:

i) Applicants must be a property owner, tenant, or company licensed to operate in the State of California who has authorization to apply for and obtain necessary electrical/building permits to install and operate charging station on the property.

ii) Applicants must demonstrate that they have adequate funds to cover all stages of projects from commencement through completion.

iii) Any party that is required to install equipment by settlement, or has either received or plans to receive funds from a source that is required to install equipment by settlement is ineligible.

iv) Equipment must be installed at locations within the boundaries of the Air District's jurisdiction (http://baaqmd.gov/The-Air-District/Jurisdiction.aspx).

v) Grant recipients must operate and maintain the charging station for a minimum period of four (4) years from the date the charging station is put into service.

vi) If payment is required, the charger will be able, at a minimum, to accept credit cards as payment for the electricity and shall not require a subscription fee or membership in any network as a condition of use.

vii) Grant recipients shall use an open-standard protocol as a basic framework for purposes of network interoperability; if any proprietary protocol is additionally superimposed on the system, the site owner shall be able to revert to the open-standard protocol.

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B. Project-Specific Requirements:

i) **Transportation corridor charging projects** shall meet the following additional requirements:

a. Purchase/install Direct Current (DC) fast charging and may include Level 2 charging

b. Stations and equipment shall be accessible to the public during peak traffic periods and be installed in a well-lit, secured area.

c. Be located in the following areas:

- Outside a two-mile radius around the nearest existing PEV charging station. Applicants that propose to install equipment closer than the two-mile limit must provide evidence that the nearest existing location is not sufficient to meet the in high demand; and
- Within 0.25 miles from heavy volume expressway or conventional highway, freeway.

ii) **Workplace charging projects** shall meet the following additional requirements:

a. Purchase/install DC fast charging, Low kW DC fast charging, Level 2 charging, Level 1 charging, or any combination of these.

b. Stations and equipment shall be accessible to the public, at a minimum, during peak traffic periods and be installed in a well-lit, secured area.

c. Be located at a non-residential business employment center (e.g. business park, office complex.)

iii) **Multi-unit dwelling (MuD) charging projects** shall meet the following requirements:

a. Purchase/install DC fast charging, Low kW DC fast charging, Level 2 charging, Level 1 charging, or any combination of these.

b. Serve multiple housing units that are contained within one building or with a complex or community (i.e. duplexes, condominiums, apartments, manufactured home parks) as described on page 3 of Plug-in Electric Vehicle Charging Infrastructure Guidelines for Multi-unit Dwelling at http://www.pevcollaborative.org/sites/all/themes/pev/files/docs/MUD_Guidelines4web.pdf.

iv) **Destination charging projects** shall meeting the following requirements:

a. Purchase/install DC fast charging, Low kW DC fast charging, Level 2 charging, Level 1 charging, or any combination of these.

b. Stations and equipment must be accessible to the public, at a minimum, during peak traffic periods and be installed in a well-lit, secured area.

c. Be located at commercial retail, destination location, public garage, or on street parking. (e.g. shopping malls, amusement parks, museums).

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APPENDIX B: INSURANCE GUIDELINES

This appendix provides guidance on the insurance coverage and documentation typically required for EV charging station 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 any portion of the Project operated by the Project Sponsor.

b) **Property Insurance** in an amount of not less than the insurable value of Project equipment funded under the Agreement, and covering all risks of loss, damage or destruction of such equipment.

c) **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.

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APPENDIX C: DEFINITIONS OF PEV CHARGING STATION PROJECTS

Corridor Charging: Corridor charging gives existing and prospective electric vehicle owners the assurance that they can charge when driving long distances along a freeway or highway. These chargers should also be able to support the needs of local electric vehicle owners. Examples include charging locations that would allow drivers of electric vehicles to more rapidly travel between the Los Angeles area and the San Francisco bay Area, and the San Francisco Bay Area and Sacramento.

Destination Charging: This category is for destinations that may attract people to travel "medium-to-long" distances from their home and where the vehicle would tend to be parked for more than one hour. Urban sites that fit into this category include airports, metropolitan centers, and transit areas. Other destinations include lakes, beaches, amusement parks, and other sites that encourage people outside of the surrounding area to visit.

Direct Current (DC) Fast Charging Station: Is configured at 40kW or higher with a CHAdeMO connector or with a dual SAE Combo and CHAdeMO connector. It requires a three-phase 208 Volt AC minimum input power. The charger has 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, it will be certified by the Underwriters Laboratories, Inc. (UL), or equivalent safety standard.

One DC fast charging station may be eligible for funding for two stations only if the dual charging ports are capable of providing DC fast charge to two vehicles at the same time.

Level 2 Charger: Offers charging through 240 to 208 volt electrical service and meets the Society of Automotive Engineers (SAE) standard J1772. Additionally, it 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).

Level 2 charging station count as two chargers only if the dual ports are capable of providing Level 2 charge to two vehicles at the same time.

Level 1 Charger: Permits plugging into a common, grounded 120-volt electrical receptacle (NEMA S-ISR 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. A cord-and-plug-connected charging station does not qualify for funding. (http://www.psrc.org/assets/3729/A_NEC_625_2008.pdf)

Low Kilowatt (kW) DC Fast Charger: Is configured at a minimum for between 20kW to 39kW with a CHAdeMO connector or with a dual SAE Combo and CHAdeMO connector. It requires a three-phase 208 Volt AC minimum input power. The charger has 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 a subscription service. Additionally, it will be certified by the Underwriters Laboratories, Inc. (UL), or equivalent safety standard.

DC fast charging station count as two chargers only if the dual ports are capable of providing DC fast charge to two vehicles at the same time.

Multi-Unit Dwelling: Multi-unit dwellings (MuDs) include a broad range of building complexes, from condominiums to high-rise apartments.[1] MuDs may have parking associated with each unit, or parking only available through commercial lots in close proximity to the complex.

[11] US Census Bureau: residential building containing units built one on top of another and those built side-by-side, which do not have a ground-to-roof wall and/or have common facilities (i.e., attic, basement, heating plant, plumbing, etc.)

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+.

PEV 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).

Workplace Charging: Workplace charging may provide an alternative to residential charging for consumers that may not have residential charging available. Additionally, workplace charging may allow for more vehicle miles to be traveled using electricity.

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