



Bay Area Air Quality Management District

Application Guidance for

Charge!

For Fiscal Year Ending (FYE) 2017

www.baaqmd.gov/charge

Charge! is a grant program that helps offset a portion of the cost of purchasing, installing, and operating new publicly available charging stations at qualifying facilities within the Air District's jurisdiction. This grant program is funded by the Bay Area Air Quality Management District's Transportation Fund for Clean Air (TFCA).

The deadline for receiving applications for *Charge!* is 4 PM, May 22, 2017.

Applications may be submitted online after attending at least one of the pre-application workshops and reviewing this guidance document.

*Bay Area Air Quality Management District
375 Beale Street, Suite 600
San Francisco, CA 94105*

February 2017

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AIR DISTRICT GRANT & INCENTIVE PROGRAMS

The Bay Area Air Quality Management District offers grant funding to incentivize emissions reductions to improve air quality in the region. Funds are available for the following project categories:

- On and Off-Road Heavy-Duty Diesel Vehicles
- Locomotives
- Marine Vessels
- Lower-Emission School Buses
- Shuttle, Ridesharing, and Vanpools
- Light-Duty Vehicle Buy Back
- Bikeways and Bike Parking
- Alternative Fuel Vehicles and Infrastructure

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

Website: <http://www.baaqmd.gov/grants>

Email: grants@baaqmd.gov

Grants Information Request Line: (415) 749-4994



BAY AREA AIR QUALITY MANAGEMENT DISTRICT

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 pollution transcends 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.

TRANSPORTATION FUND FOR CLEAN AIR (TFCA)

Vehicle emissions contribute to unhealthy levels of ozone ("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 gases (GHG) emitted.^{1,2} 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, and GHG emission reduction targets.

In 1991, the California State Legislature authorized the Air District to impose a \$4 surcharge on motor vehicles registered within its jurisdiction to fund projects that reduce on-road motor vehicle emissions. The Air District allocates these funds to its Transportation Fund for Clean Air (TFCA) Program, which in turn provides funding to qualifying trip reduction and alternative fuel vehicle-based projects, including plug-in electric vehicles (PEVs).

To insure that TFCA investments in PEVs are well coordinated and effectively reduce mobile source emissions, the [Bay Area PEV Readiness Plan](#) (Plan) was completed in December 2013 by the Air District in partnership with the Metropolitan Transportation Commission (MTC), Association of Bay Area Governments (ABAG), Bay Area local government agencies, and other PEV-stakeholders. This comprehensive regional Plan outlines a series of strategies and best practices for accelerating the adoption of PEVs, and also established adoption goals of 110,000 PEVs on Bay Area roads by 2020, and 247,000 by 2025.

Since 2010, the TFCA has awarded nearly \$17M to projects that support the deployment of PEVs, including approximately 1,800 light-, medium-, and heavy-duty plug in PEVs and over 2,500 PEV charging stations.

PURPOSE OF SOLICITATION AND CHARGE! PROGRAM SUMMARY

The Air District views PEVs as a promising technology for reducing tailpipe emissions from motor vehicles. For fiscal year ending 2017 (FYE 2017) the Air District has committed \$12.5 million for PEV related projects, with \$5 million being reserved for PEV-charging infrastructure projects. As part of this commitment, *Charge's!* goal is to accelerate PEV adoption through lessening the barriers identified in the PEV Readiness Plan.

Charge! is a TFCA-funded grant program that helps offset a portion (up to 75%) of the cost of purchasing, installing, and operating new publicly available charging stations at qualifying facilities [within the Air District's jurisdiction](#). Funding is available on a first-come, first-served basis to public agencies and private businesses *and is paid to grantees ("Project Sponsors") on a reimbursement basis after the project has been completed*. Awards are based on the anticipated electricity that a station can deliver to PEVs, and hence its potential to reduce petroleum use (and air pollution) by allowing drivers to shift away from petroleum-fueled vehicles to PEVs. *Charge!* projects must be eligible for at least \$10,000 in funding, which typically can be achieved by deploying at least one DC Fast charging station or at least three level 2 (6.6KW or higher) dual port charging stations.

The Air District reserves the right to modify this solicitation at its sole discretion. *Please read this package completely before filling out an application; incomplete applications will not be evaluated.*

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

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

OTHER EV CHARGING GRANT OPPORTUNITIES

In addition to the *Charge!* program, other opportunities for funding charging stations may be available during this solicitation. Applicants are encouraged to explore all opportunities and select the one(s) that works best for them. In some cases, for large projects, *Charge!* funding may be combined with funding from other grant programs. Guidance for use of combining *Charge!* with other grant funds will be available under the resources section at www.baaqmd.gov/charge and will be updated periodically.

DEFINITIONS

Charging Station: Also known as electric vehicle supply equipment (EVSE), consists 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). Charging stations fall into one of these three types:

- **Direct Current (DC) Fast Charging Station:** A charging station that uses an external charger, and supplies electricity in the form of direct current, typically at a rate of 40KW or higher.
- **Level 1 Charging Station:** A charging station that supplies electricity to a PEV's onboard charger in the form of alternating current. Level 1 charging stations use a 120V AC connection.
- **Level 2 Charging Stations:** A charging station that supplies electricity to a PEV's onboard charger in the form of alternating current. Level 2 charging stations require a 208/240V AC connection.

Executed Funding Agreement: Contract that has been signed by both the project sponsor and the Air District and contains all of the terms and conditions for the approved project. *Funding agreements are typically sent to the project sponsor for execution within one month following the Notice of a Proposed Award. Any work performed prior to the full execution of a funding agreement is not eligible for funding.*

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 Term: The Project Term commences on the date the Funding Agreement is executed and continues until the Grantee/Project Sponsor has completed all of their contractual obligations.

MANDATORY PRE-APPLICATION WORKSHOP AND WORKSHOP SCHEDULE

Applicants must attend at least one pre-application workshop before submitting an application. Each workshop will be held online via webinar and is limited to 100 attendees. Registration is required. The workshops will cover *Charge!* Program Requirements, the application process and evaluation criteria, and grantee/project sponsor's administrative requirements. The following workshops have been scheduled:

- Monday, February 27, 3 to 4 PM ([Register](#))
- Tuesday, March 28, 11 AM to noon ([Register](#))
- Wednesday, March 15, 2 to 3 PM ([Register](#))

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

PROGRAM REQUIREMENTS

GENERAL REQUIREMENTS

Eligible applicants include businesses, non-profits, and public agencies who either own the property where the proposed charging stations will be installed, or who provide evidence (e.g., lease agreement) from the property owner allowing the applicant to install and operate charging stations for the duration of the Project Term.

Charging stations funded by Charge! must be available to the general public, operate for a minimum of 3 years, and achieve a minimum usage requirement, which correlates to the amount of funding awarded.

Charging stations must be new and installed within the [Air District's jurisdiction](#)—this grant is not retroactive, so applicants are not eligible for award if any of the proposed equipment is ordered, purchased, or installed before a Notice of Proposed Award is issued AND the Funding Agreement has been executed.

Projects must be voluntary and surplus—charging stations that are required to be installed by a regulation, local ordinance, or other legal obligations (e.g., legal settlement, condition of lease agreement or use permit) are NOT eligible.

Projects must qualify for at least \$10,000 in Charge! funding—which typically can be achieved by deploying at least one DC Fast or at least three level 2 (6.6KW or higher) dual port charging stations. Grantees who modify their project post-award in any way that reduces their award to below the \$10,000 threshold will have their entire project and award cancelled.

Applicants must be in “good standing” with the Air District, i.e., in compliance with all Air District, State, and Federal air quality regulations. Also, applicants who were previously awarded an Air District grant, must not have failed a fiscal audit in the past 5 years and must be in compliance with all contractual obligations of that grant.

Applicants may submit multiple applications; however, no one applicant may receive more than \$500,000 total in Charge! funding per fiscal year.

CASE-BY-CASE PROJECTS

Applicants who are considering projects that are non-conforming (e.g., not connected to the grid, uses a non-SAE standard connector, serves a fleet that previously received Air District funds, is co-located with Wind Power) may contact us for a case-by-case evaluation. The Air District will determine whether the project qualifies for an award, and if so, how much funding it is eligible for. Case-by-case projects will be evaluated on a quarterly basis so the schedule shown in the program schedule/timeline section does not apply.

FACILITY REQUIREMENTS

Applicants may apply for funding to install qualifying equipment at a Facility located within the Air District's jurisdiction. For the purpose of this solicitation, a “Facility” is any designated area or public parking lot/structure that has a discrete location (e.g., parcel number or physical address) where Charge!-funded charging stations will be installed. *Private residential garages and curb-side parking spots are not eligible facilities.* Facilities may fall into one or more of the following categories based on the anticipated audience the facility serves:

- **Destination Facility:** Provides access to charging for customers and visitors, and is located at or within close proximity to and directly serve one or more activity centers, such as a library, park, or shopping center.
- **Multi-Dwelling Units (MDUs) Facility:** Provides access to charging for MDU residents and their guests, and is located at, or within close proximity to, an MDU consisting of at least 5 or more residential units. *Single-occupancy residences and MDUs with less than five residential units are NOT eligible.*
- **Transit Parking Facility:** Provides access to charging for users of other forms of transit, e.g., a transit hub, airport long term parking, or a park-and-ride location.
- **Transportation Corridors Facility:** Provides access to fast charging to help extend the range of PEV drivers making long trips, and is located in close proximity to freeways and highways, e.g., a rest area. *Transportation Corridors Facilities must include at least one DC Fast Charging Station.*

- **Workplace Facility:** Provides access to charging for fleets, employees, and visitors and is located at, or within close proximity, to an employment center.

CHARGING STATION REQUIREMENTS

Safety Certification: Charging stations must be certified by the Underwriters Laboratories, Inc. (UL), or equivalent safety standard.

Stationary and Grid Connected: Charging stations must be installed at a stationary location (e.g., not on a mobile platform), and must be connected to the electric grid.

Level 1: Level 1 charging stations must be capable of delivering electricity to PEVs at minimum rate of 1.4 KW.

Level 1 charging stations installed at

- MDU, Transit Parking, or Workplace facilities may have either the SAE standard J1772 connector or a NEMA 5-15 or 5-20 receptacle.
- Any other facility must have the SAE standard J1772 connector.

Level 2 (low): Level 2 (low) charging stations must be capable of delivering electricity to PEVs at a minimum rate of 3.3 KW and must have the SAE standard J1772 connector.

Level 2 (high): Level 2 (high) charging stations must be capable of delivering electricity to PEVs at a minimum rate of 6.6 KW and must have the SAE standard J1772 connector.

DC Fast: DC Fast charging stations must be capable of delivering electricity to PEVs at a minimum rate of 40 KW and must have both the CHAdeMO and SAE Combo connectors. In addition, each DC Fast charging station installed must be paired with either a new or existing Level 2 charging station at the same location.

GRANTEE/PROJECT SPONSOR OBLIGATIONS

Grantees (“Project Sponsors”) must agree to and do all of the following:

- Provide at least 25% of eligible project costs in matching funds, and cover all costs in excess of the grant amount;
- Sign (Execute) the Funding Agreement and return to the Air District within 60 days of receiving it;
- Purchase and install all approved equipment within 9 months from the date the Funding Agreement is executed;
- Ensure that any work performed with *Charge!* funding is done by a contractor licensed in the State of California. *To check whether the contractor you are hiring has a valid license number, visit the Contractors [State License Board website](#).*
- Obtain and maintain liability and any other necessary insurance for the duration of the “Project Term” (see Appendix A);
- Operate and maintain each funded charging station for a minimum period of three years, or until the usage requirement is met;
- Ensure that all funded charging stations are available for use by the general public for 365 days per year, for at least 8 hours per day during normal business hours;
- Ensure that all locations where charging stations are installed are well-lit, secure, and in compliance with all Local, State, and Federal regulations and/or requirements;
- Ensure that each project achieves its Usage Requirement. *The Usage Requirement is the electricity that each charging station needs to deliver to PEVs over the 3 year operating period. Usage is evaluated in aggregate on a project basis by summing the kWh delivered by each funded charging station;*
- Report, at least annually, on each charging station’s status and usage to the Air District;
- List the funded charging stations on the US Department of Energy’s Alternative Fueling Station Locator website;

- Acknowledge the Air District as a funding source at the facility and in communications promoting the facility; and
- Allow Air District staff or its authorized representatives to inspect the project and/or conduct financial audits and agree to make available to the Air District all records relating to project performance and expenses incurred.

AWARD AMOUNT (MAXIMUM AND MINIMUM)

Each applicant may be awarded a maximum of \$500,000 for eligible *Charge!* projects in FYE 2017. In order to qualify for an award, projects must qualify for at least \$10,000 in *Charge!* funding. Proposed projects that do not achieve the minimum award are not eligible. Also, grantees who modify their project post-award in any way that reduces their award to below the \$10,000 threshold will have their entire project and award cancelled.

Awards made through the *Charge!* Program are based on the number and type of chargers that are proposed to be installed, and may include Base only, or Base and Plus-Up funding. Additional information on Base and Plus-Up funding is provided below. Project sponsors are required to provide match funding to cover at least 25% of eligible project costs since the total maximum funding provided by *Charge!* may not exceed 75% of eligible costs.

BASE FUNDING

The Base funding for *Charge!* consists of a pre-determined amount for each eligible charging station installed. The maximum Base funding for each charging station is shown in Table 1. Note that the total award is limited to 75% of the eligible costs.

Table 1: Base Award Amount for Each Charger-Type and Key Charger Requirements

Charging Station Type:	Level 1	Level 2 (low)	Level 2 (high)	DC Fast*
Max. Base Funding per Station:	\$750	\$1,500	\$3,000	\$18,000
Connector Requirement:	NEMA** 5-15, 5-20 or J1772	J1772		CHAdEMO & SAE Combo
Output Rating Requirement:	1.4 KW	3.3 - 6.6 KW	6.6+ KW	40+ KW
Usage Requirement (over 3 years) per Station:	2,700 kWh	5,400 kWh	10,800 kWh	90,000 kWh

* Each DC Fast charging station installed must be paired with either a new or existing level 2 charging station at the same location.

** NEMA 5-15 or 5-20 receptacles are acceptable only for level 1 charging stations installed at MDU, Transit parking, and workplace facilities. Level 1 charging stations installed at other facilities must have the SAE J1772 connector.

PLUS-UP FUNDING

Charge! also offers Plus-Up funding, on top of Base funding, for projects who meet one or more of the following:

- **Multi-port Level 2s:** Level 2 charging stations with more than one J1772 connector are eligible for up to \$1,000 per additional connector. *Note: to be eligible for this Plus-Up, each additional port must deliver a minimum of 3,600 kWh of electricity to PEVs over three years.*
- **Solar Power:** Charging stations that are co-located (same physical location) at a Facility with a new solar power installation are eligible for up to \$1 of Plus-Up funding for every watt of solar capacity added, up to a maximum of the amount of Base funding for that facility. E.g., if a facility is eligible for \$12,000 in Base funding and will be installing a new solar system with a capacity greater than 12KW, then that project would be eligible for a maximum of \$12,000 in additional Solar Power Plus-Up funding.
- **Transportation Corridor Facilities:** Facilities that are available for public use 24 hours per day, 7 days per week, that are located within one mile driving distance from an exit of a heavy volume expressway, conventional

highway, or freeway are eligible for up to \$7,000 of Plus-Up funding for each qualifying DC Fast charging station installed.

Note that the total award (Base and Plus-Ups) is limited to 75% of the eligible costs.

ELIGIBLE PROJECT COSTS

Charge! funds may only be used to reimburse for the costs of the items listed below:

- Charging station hardware, including tax and shipping fees;
- Installation, including labor, materials (e.g., trenching, wiring, signage, and conduit), and necessary electrical upgrades to meet the demands of the charging station (i.e., electrical panels, and transformers);
- Permit fees; and
- Hardware equipment separate from the charging station used to record the kWh dispensed from the equipment to PEVs (e.g., separate meter, data logger).

For projects that qualify for solar power Plus-Up funding (see above), costs for the following items are also eligible:

- Solar panels, inverters, and battery storage hardware, including tax and shipping fees;
- Labor and materials directly related to the installation of power generation and battery storage equipment.

REIMBURSEMENT PROCESS

Grant funding is paid on a reimbursement basis for Eligible Project Costs **AFTER** the Air District has confirmed that all project work has been completed and that all costs have been incurred. Reimbursement is made in two installments:

- 85% of the eligible award amount will be paid once all charging stations are installed and operating.
- 15% of the eligible award amount will be paid after the successful completion of the project (i.e., 3-year operations, usage requirement is met and reporting has been completed).

Projects that are modified and/or completed under-budget will have their awards amounts recalculated and/or reduced proportionality.

INELIGIBLE COSTS

Charge! funds may not be used to reimburse for the following costs:

- Consultant fees;
- Maintenance, repairs and operations, such as electricity (utility) and network fees;
- Administrative costs, including accounting for Program funds and fulfilling contractual obligations, including, but not limited to audits, reporting and record-keeping requirements specified in the Funding Agreement; and
- Costs to improve parking area that are not directly related to the project.

APPLICATION PROCESS

Applications may be submitted online at www.baaqmd.gov/charge after attending at least one of the pre-application workshops and reading through this guidance document. To apply, fill out and submit the online application along with the following documents:

- Evidence of Authority to Apply and Implement the Project:
 - a) a signed letter of commitment from the applicant's representative with authority (e.g., Chief Executive or Financial Officer, Executive Director, or City Manager); or
 - b) a signed resolution from the governing body (e.g., City Council, Board of Supervisors, or Board of Directors).
- Proof of property ownership or written permission (legally binding agreement) from property owner to install and operate PEV charging stations,
- A map showing where the charging stations will be located (including proximity to activity center, major roadways, and nearest charging station), and

- A line-item cost estimate for each facility.

Applicants are also required to submit a W-9 Form. Please mail this to Bay Area Air Quality Management District, ATTN: Finance/Charge!, 375 Beale Street Suite 600, San Francisco, CA 94105.

EVALUATION PROCESS

All applications will be reviewed on a first-come, first-served basis. In the event that funding is limited, projects located in areas that are designated as [Highly Impacted Communities](#) by the Air District will be given priority.

PROGRAM SCHEDULE/TIMELINE

DATE	ACTIVITY
February 15 ,2017	Program solicitation released
February 28, 2017	Application form will be posted following the first workshop.
May 22, 2017 (unless fund exhausted sooner)	Application deadline (solicitation closes)
<ul style="list-style-type: none"> • Projects that request \$10,000 - \$100,000, within 60 days from the date a complete application is submitted • Projects that request greater than \$100,000, have a longer approval process since they require Air District Board approval 	<ul style="list-style-type: none"> • Air District notifies applicant about its determination (Notice of Proposed Award) and a proposed Funding Agreement is sent for the Project Sponsor’s signature • Applicants that are not selected for award are notified and provided an explanation of why their project was not selected or found to be eligible
Within 9 months of the Funding Agreement being executed	All charging stations must be installed and operating
Once stations are installed and for 3 years after charging stations are installed and operating	Operating and Reporting period
After completion of the Operating and Reporting period	Fiscal Audit

ADDITIONAL INFORMATION AND QUESTIONS

Responses to questions, program materials, and program updates will be posted on the Program website at: <http://www.baaqmd.gov/charge>.

If you have questions, please contact Chengfeng Wang, Supervising Staff Specialist by email at cwang@baaqmd.gov (subject "RE: Charge! Program") or by mail to 375 Beale Street, Suite 600, San Francisco, CA 94105.

APPENDIX A: INSURANCE GUIDELINES

Project Sponsors who are selected for award must obtain and maintain the required insurance coverage for the duration of their Project's Term. 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.
- 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.

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 reserves the right to specify different types or levels of insurance in the funding agreement. 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.