

ELECTRIC VEHICLES FOR MUNICIPALITIES PROGRAM GUIDEBOOK

September 2019

This Guidebook provides an overview of the eligibility requirements, available funding, and process for Municipalities to participate in the Electric Vehicles for Municipalities Program.



Municipal
Climate Change
Action Centre

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1.0 PROGRAM OVERVIEW

The Electric Vehicles for Municipalities (“EVM”) program provides funding to municipalities to assist their transition to an electrically-fueled vehicle fleet. The EVM program supports more efficient and lower greenhouse gas emitting Electric Vehicles (“EVs”), EV Charging Stations, and Feasibility Studies that enable informed decision-making. The EVM Guidebook provides detailed information on eligibility requirements, available funding, and how to apply.

2.0 ELIGIBILITY

2.1 Eligible Participants

The following organizations are eligible to participate in the EVM program:

- a. **Municipalities:** all designated municipalities within the province of Alberta are eligible to participate in the EVM program. As per Section 1(1)(s) of the [Municipal Government Act](#), a “municipality” is defined as:
 - i. a city, town, village, summer village, municipal district or specialized municipality,
 - ii. a town under the *Parks Towns Act*, or
 - iii. a municipality formed by a special Act; or,
 - iv. if the context requires, the geographical area within the boundaries of a municipality described in sub-clauses (i) to (iii).

2.2 Eligible Project Components

The EVM program provides funding support for multiple electric transportation-related initiatives to help municipalities transition their fleet vehicles towards more fuel-efficient options, such as battery electric vehicles (“BEVs”) and plug-in hybrid electric vehicles (“PHEVs”). The following items are fundable EVM program Project Components:

1. **Passenger BEVs and PHEVs:** Rebates for the purchase or lease of new passenger BEVs or PHEVs for eligible municipalities in Alberta such as electrically-propelled sedans, sport-utility vehicles, or trucks.

To qualify for funding, each passenger BEV and PHEV must:

- a. Be a new BEV or PHEV;
- b. Have the ability to be propelled by an electric motor using electricity from a rechargeable battery of capacity greater than 4 kWh that can plug in to an external power source;
- c. Be purchased or leased by an eligible municipality;
- d. Be registered and insured in Alberta;
- e. Be a road worthy, non-transit vehicle, intended for use on public streets, roads and highways with four functioning wheels;
- f. Weigh less than 6,351 kg (14,000 lbs);
- g. Be intended to transport passengers as the vehicle’s primary operating function;
- h. Meet all relevant Canadian Motor Vehicle Safety Standards;
- i. Have a retail price below \$60,000 before GST; and
- j. Not be funded by other Alberta Climate Leadership Plan sources.

2. **Medium and Heavy-Duty BEVs and PHEVs:** Rebates for the purchase or lease of new medium or heavy-duty BEVs or PHEVs for eligible municipalities in Alberta such as electrically-propelled garbage or yard trucks.

To qualify for funding, each medium or heavy-duty BEV and PHEV must:

- a. Be a new BEV or PHEV;

- b. Have the ability to be propelled by an electric motor using electricity from a rechargeable battery that can plug in to an external power source;
 - c. Be purchased or leased by an eligible municipality;
 - d. Be registered and insured in Alberta;
 - e. Be a road worthy, non-transit vehicle, intended for use on public streets, roads and highways with four functioning wheels;
 - f. Weigh greater than 6,351 kg (14,000 lbs);
 - g. Be intended to complete work on behalf of or for the benefit of the municipality as the vehicle's primary operating function;
 - h. Meet all relevant Canadian Motor Vehicle Safety Standards; and
 - i. Not be funded by other Alberta Climate Leadership Plan sources.
3. **Low Speed, Non-Road BEVs and PHEV):** Rebates for the purchase or lease of new, low speed, non-road BEVs or PHEVs for eligible municipalities in Alberta such as electrically-propelled ice resurfacing vehicles or utility task vehicles (UTVs).

To qualify for funding, each low speed, non-road BEV and PHEV must:

- a. Be a new BEV or PHEV;
 - b. Be propelled by an electric motor using electricity from a rechargeable battery that can plug in to an external power source;
 - c. Be incapable of exceeding speeds of 40 km/hr;
 - d. Be purchased or leased by an eligible municipality;
 - e. Have a primary operating function of completing work on behalf of or for the benefit of the municipality or accessing streets and roads where the use of other classes of vehicles are controlled by law or agreement;
 - f. Meet all relevant Canadian Motor Vehicle Safety Standards; and
 - g. Not be funded by other Alberta Climate Leadership Plan sources.
4. **EV Charging Stations:** Rebates for the equipment purchase and installation of Level 2 (208V or 240V AC) or higher EV Charging Stations at municipal facilities in Alberta.

To qualify for funding, each EV Charging Station must:

- a. Be accompanied by an application for an eligible BEV or PHEV;
 - b. Be a new EV Charging Station;
 - c. Be installed in Alberta at a municipally-owned or a long-term lease facility and be intended primarily for municipal use;
 - d. Be a Level 2 (208V or 240V AC, minimum 15 A) EV Charging Station or higher;
 - e. Be approved for use in Canada by a third-party evaluator such as Canadian Standards Association ("CSA") or Underwriters' Laboratories of Canada ("ULC") or equivalent;
 - f. Be installed in accordance with the Alberta *Safety Codes Act* and Regulations and the Canadian Electrical Code;
 - g. Hold a valid electrical permit and have completed and passed all required inspections;
 - h. Be installed by a properly licensed Contractor; and
 - i. Not be funded by other Alberta Climate Leadership Plan sources.
5. **Feasibility Studies:** Rebates are available for a Feasibility Study to inform the municipality of the economic and environmental impacts resulting from a potential transition to an electrically-powered vehicle fleet. Note: a municipality may complete a Feasibility Study and apply again to the EVM program afterwards for EV and EV Charging Station funding.

To qualify for funding, a Feasibility Study must:

- a. Be prepared by a Consultant listed on the MCCAC's Pre-Qualified Consultant List;

- b. Adhere to all requirements described in the Electric Vehicle Feasibility Study Requirements (“EVFSR”) document;
- c. Include non-transit municipal fleet vehicles exclusively within its scope;
- d. Have not received Electric Vehicle feasibility funding from the MCCAC in the past; and
- e. Not be funded by other Alberta Climate Leadership Plan sources.

More detail regarding the participation steps of each Project Component can be found in Section 4.0.

3.0 FINANCIAL REBATE

3.1 EVM Rebate Rates

The EVM program will provide rebates in accordance with the rebate rates in Tables 1 through 6.

The MCCAC, at its sole discretion, reserves the right to adjust EVM program rebate levels over time in accordance with changing market conditions (vehicle prices, equipment costs, etc.). Such changes will be announced publicly, highlighting a clear cut-off date for EVM Application approval under existing rebate levels.

Table 1: Passenger BEV and PHEV Rebates (Full Purchase)

Passenger Vehicle Type	Vehicle Examples	Rebate
Plug-in Hybrid Electric Vehicles (PHEV) (battery capacity of 4 to 14.9 kWh)	Toyota Prius Prime, Ford Fusion Energi, Mitsubishi Outlander PHEV	\$4,000
Plug-in Hybrid Electric Vehicles (PHEV) (battery capacity of 15+ kWh)	Chevrolet Volt, Chrysler Pacifica PHEV, XL F-150 PHEV	\$8,000
Battery Electric Vehicles (BEV) (battery capacity of 15+ kWh)	Nissan Leaf, Chevrolet Bolt, Kia Soul Electric	\$8,000

Table 2: Medium and Heavy-Duty BEV and PHEV Rebates (Full Purchase)

Medium or Heavy-Duty Vehicle Type	Vehicle Examples	Rebate
Battery Electric Vehicles (BEV) and Plug-in Hybrid Electric Vehicles (PHEV)	BYD 8R, Fuso eCanter	25% of pre-GST purchase costs up to \$50,000 per vehicle

Table 3: Low Speed, Non-Road BEV and PHEV Rebates (Full Purchase)

Low Speed, Non-Road Vehicle Type	Vehicle Examples	Rebate
Battery Electric Vehicles (BEV) and Plug-in Hybrid Electric Vehicles (PHEV)	Polaris GEM, CanEV Might-E Truck	25% of pre-GST purchase costs up to \$10,000 per vehicle
Battery Electric and Plug-in Hybrid Electric Ice Resurfacers	Zamboni 552AC	25% of pre-GST purchase costs up to \$30,000 per vehicle

Table 4: All BEV and PHEV Rebates (Leased Vehicles)

Lease Period	Portion of Rebate
12-23 Months	25%
24-35 Months	50%
36-47 Months	75%
48+ Months	100%

Table 5: EV Charging Station Rebates

Project Component	Rebate	Funding Cap
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Electric Vehicle Charging Station (Level 2 or higher)	50% of total pre-GST installed costs up to \$2,000 per charger	\$40,000 per municipality
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Table 6: Feasibility Study Rebates

Project Component	Rebate
Electric Vehicle Feasibility Study	50% of the pre-GST total cost to a maximum of \$6,000. Limit of one Feasibility Study per municipality.

3.2 Maximum Funding Limits

To ensure equitable and geographic distribution of EVM program funds, total EVM program funding distributed to a single municipality is capped at \$500,000 across all EVM program initiatives. Municipalities may submit multiple applications and receive funding for multiple projects in the EVM program, prior to reaching EVM program funding caps.

The MCCAC, at its sole unfettered discretion, reserves the right to adjust the maximum funding cap per municipality in response to EVM program demand and changing market conditions.

3.3 Eligible Expenses

For each applicable Project Component, costs must be clearly invoiced, dated, and itemized. The eligible expenses for each Project Component are as follows:

- a. All BEVs and PHEVs
 - i. The cost of an EV receiving a flat rate rebate as per Section 3.1.
- b. EV Charging Stations
 - i. Expenses for the purchase of the EV Charging Station equipment;
 - ii. Expenses for the installation costs completed by a licensed Contractor;
 - iii. Expenses for obtaining the required electrical permit and any required building and development permits; and
 - iv. Expenses for completing the required electrical inspections.
- c. Feasibility Studies
 - i. Expenses for a third-party analysis by a Pre-Qualified Consultant that adheres to the EVFSR.

3.4 Disbursement of Funding

The approval and allocation of qualified funds will occur on a first-come, first-serve basis based on EVM Application approval dates. Municipalities will be placed into the first-come, first-served queue in the order in which they submit a completed EVM Application to the satisfaction and approval of the program administrators and sign an EVM Funding Agreement.

Any municipalities that do not finalize the purchase of their EV, the installation of their EV Charging Station, or the completion of their Feasibility Study and submit completion documentation within eight (8) months of signing the EVM Funding Agreement are subject to removal from the payment queue and must contact the MCCAC if they still wish to participate in the EVM program. Any extensions to the deadline require the municipality to submit a written request to the MCCAC detailing the nature of the request. On December 31, 2022, or when available funding is fully committed, the EVM program will be closed to further applications.

The EVM program rebate will be paid to the municipality by cheque after the MCCAC has verified that the Project is complete. The Project verification process is described in Step 5 of Section 4.0.

4.0 HOW TO PARTICIPATE

Step 1: Submit an EVM program Expression of Interest (“EOI”)

Municipalities must submit an EOI, to notify the MCCAC of their intent to participate and for eligibility screening purposes prior to any EV purchases, equipment purchases or installations, and prior to Feasibility Studies beginning.

The MCCAC will review all information provided in the EOI and will contact the municipality to provide information regarding subsequent stages of the application process.

Note: Completion of the EOI does not secure funding or a place in the first-come, first-serve queue. For details on how this queue is established, see Section 3.3.

Step 2: Submit the EVM Application

Municipalities must submit an EVM Application and all required attachments to contact@mccac.ca or their designated MCCAC Project Coordinator. The EVM Application form is available on the EVM program webpage at <http://www.mccac.ca/programs/EVM>. A single EVM Application may include multiple EVs and EV Charging Stations, but each EV Charging Station must accompany an EV which it is meant to charge. EV Charging Stations are not eligible for funding independent of EVs.

For each applicable Project Component, the municipality must provide the following information within the EVM Application:

BEVs and PHEVs (All Types)

- a. Vehicle details including:
 - i. Vehicle make, model, year, and odometer reading (km);
 - ii. Description of battery capacity (kWh);
 - iii. Gross vehicle weight (kg);
 - iv. Vehicle type.
- b. Vehicle purchase details including:
 - i. Dealer price quote;
 - ii. Purchase or leasing details and term.
- c. Vehicle use details including:
 - i. Description of the vehicles intended use;
 - ii. If the vehicle is replacing an existing fleet vehicle, and the estimated annual fuel consumption of the vehicle being replaced.

EV Charging Stations

- a. Description of the EV Charging Station installation including:
 - i. Installed facility name and address;
 - ii. Equipment and installation cost quote;
- b. EV Charging Station details including:
 - i. Brand and model;
 - ii. Charging voltage description;
 - iii. Charging plug type.
- c. Electrical installation details including:

- i. Third-party licensed Contractor name and contact information.

Feasibility Studies

- a. Description of the chosen Consultant including:
 - i. Consultant name and contact information;
 - ii. Quoted cost of the Feasibility Study;
- b. Description of Feasibility Study scope including:
 - i. Number of municipal vehicles involved; and
 - ii. Municipal vehicle types involved.

The EVM Application must provide preliminary Project details as well as quotes for all Project Components. The MCCAC will review the application to verify participant and Project eligibility and confirm approval.

Step 3: EVM Funding Agreement

Eligible Projects will be issued an EVM Funding Agreement. The municipality and the MCCAC must execute the EVM Funding Agreement. A signed copy of the EVM Funding Agreement must be scanned and sent to contact@mccac.ca or the designated MCCAC Project Coordinator. The MCCAC will return a final copy of the executed Agreement to the municipality. The MCCAC must be notified of any deviation from Schedule "B" immediately, and an amendment must be duly executed should the Project scope, completion date or other details change.

Step 4: Project Completion

Once the EVM Funding Agreement is fully executed, Project funding is formally held and the Project may begin. The Project must be completed within eight (8) months of signing the EVM Funding Agreement. Municipalities are responsible for ensuring that the Project is completed by the deadline. Should an extension of the completion deadline be required, the municipality must submit a request to the MCCAC in writing detailing the nature of the request. Extension requests will be reviewed on a case by case basis.

Municipalities are responsible for exercising due diligence in selecting quality products, Consultants and Contractors and ensuring that the Project is completed in accordance with all applicable municipal bylaws (e.g. permitting and inspections) and the laws of the Province of Alberta.

The MCCAC, at its sole unfettered discretion, reserves the right to provide a maximum 4-month extension for Project completion if the municipality provides a written rationale that the MCCAC deems reasonable.

Step 5: Project Verification

Once the Project is complete, municipalities must notify the MCCAC and provide the applicable Project verification documentation indicating that the Project was completed in accordance with the EVM Funding Agreement. The Project verification document package must be received by the MCCAC within eight (8) months of signing the EVM Funding Agreement. The required completion documentation for each Project Component includes:

- a. BEVs and PHEVs
 - i. A signed EVM Project Completion Statement;
 - ii. The final purchase or lease invoice and proof of payment for the vehicle purchase;
 - iii. Proof of public engagement activities which requires satisfaction of the following:
 - a. Featuring the Project in the MCCAC's web-based project showcase;
 - b. Issuing media releases for the Project or any other public engagement activities deemed acceptable by the MCCAC that clearly identifies the full Municipal Climate

- Change Action Centre name in print, digital, and social media related to the Project; and
- c. Sharing of Project details and photographs on municipal social media networks, as applicable.
 - iv. A set of 3 or more high resolution photographs of the EV(s). Photographs with municipal staff are encouraged. If submitting photos with staff, the municipality grants permission for the MCCAC and partners in perpetuity to use the submitted photographs and/or videos of municipal staff as per the EVM Funding Agreement.; and
 - v. A brief abstract describing the Project including one or more quotes from the municipality's leaders, to be used for MCCAC program marketing.
- b. EV Charging Station(s)
 - i. A signed EVM Project Completion Statement;
 - ii. Invoice and proof of payment for the EV Charging Station equipment and installation;
 - iii. A specification sheet for the EV Charging Station equipment;
 - iv. Proof of public engagement activities which requires satisfaction of the following:
 - a. Featuring the Project in the MCCAC's web-based project showcase;
 - b. Issuing a media release for the Project or any other public engagement activities deemed acceptable by the MCCAC that clearly identifies the full Municipal Climate Change Action Centre name in print, digital, and social media related to the Project; and
 - c. Sharing of Project details and photographs on municipal social media networks, as applicable.
 - i. A set of 3 or more high resolution photographs of the EV Charging Station(s) installation including labels that clearly show the CSA, ULC, or equivalent Canadian certification approval labels; and
 - ii. A brief abstract describing the Project including one or more quotes from the municipality's leaders, to be used for MCCAC program marketing.
- c. Feasibility Study
 - i. A signed EVM Project Completion Statement;
 - ii. A digital copy of the completed Feasibility Study;
 - iii. Invoice and proof of payment for the Feasibility Study; and
 - iv. A brief abstract describing the Project including one or more quotes from the municipal leaders, to be used for MCCAC program marketing.

Step 6: Disbursement of Funding

After the EVM Project Completion Statement is executed with all supporting documentation as listed in Step 4, the MCCAC will issue the EVM rebate cheque to the municipality. The provided EVM program rebate will be based on the actual final purchased and installed Project Components and eligible expenses listed in the EVM Project Completion Statement.

Step 7: Evaluation, Measurement and Verification

A requirement of the EVM program is that the municipality must, on request, submit data on the use of its EVs which may include, but is not limited to the annual distance driven and other fuel consumption information. The MCCAC requires data to be submitted one year following payment via the [Data Collection Form](#) and reserves the right to request related information as needed for reporting purposes.

5.0 EVALUATION, MEASUREMENT AND VERIFICATION

5.1 Evaluation Survey

Municipalities will be invited to provide feedback on the EVM program implementation processes and operations to help inform the MCCAC's efforts to improve program efficiency and cost-effectiveness, strengthen marketing, sharpen outreach, and increase the satisfaction of program participants. Municipalities will also be asked to help the MCCAC determine the extent to which the EVM program's intended outcomes and objectives are being met.

5.2 Verification

Any municipality receiving grant money under the EVM program may be contacted by the MCCAC or a third-party evaluator retained on behalf of the MCCAC to verify Projects or be asked to complete a written, oral, or electronic participant survey.

The municipality must submit documentation to establish, to the satisfaction of the MCCAC, that the municipality incurred and paid all eligible expenses reported. All items on an invoice submitted by the municipality must be listed separately, and the cost for each eligible expense must be clearly identified.

The municipality must also provide any other documentation requested by the MCCAC. If the municipality fails to provide information within a reasonable time on reasonable notice, as determined by MCCAC, for the audit and evaluation of the Project, the municipality may be required to refund all, or a portion of the payments received under the EVM program, as well as forfeit any future payments under the EVM program.

5.3 Inspection

If an EVM Application is approved, for the lease life or up to three years following the execution of the EVM Funding Agreement, the MCCAC or its designees are entitled, at any reasonable time and upon reasonable notice to the municipality, to attend the Project site for the purpose of examining items pertinent to the Project in order to assess whether the municipality is in compliance with the EVM Funding Agreement and EVM program conditions, and to conduct other measurement and verification activities if necessary.

6.0 REMEDIES AND WARRANTIES

6.1 Refunds

The municipality should understand that it must immediately refund to MCCAC any payment received under the EVM program not in accordance with the EVM Guidebook and the EVM Funding Agreement upon notice being provided to the municipality by the MCCAC. Failure to make repayment as required by the MCCAC creates a debt owing to the Government of Alberta that can be set-off against any money the Government of Alberta owes to the municipality.

6.2 Right of Set-Off

The municipality should understand that the MCCAC and the AUMA may set-off against any other grant or amount payable to the municipality under any programs administered by the MCCAC or the AUMA any amounts that become repayable by the municipality to the MCCAC or the AUMA under the EVM program.

6.3 False or Misleading Information

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

6.4 Environmental Attributes or Products

“Environmental attributes” means emission offsets, renewable energy certificates, renewable energy credits, and any and all other current or future credits, benefits, emissions reductions, offsets or allowances, however entitled, named, registered, created, measured, allocated or validated

- a. that are at any time recognized or deemed of value, or both, by any buyer, applicable law, or any voluntary or mandatory program of any government or other person and
- b. that are attributable to
 - i. generation by the Project and
 - ii. the emissions or other environmental characteristics of such generation or its displacement of conventional or other types of energy generation through the avoidance of environmental impacts on air, soil or water, including but not limited to the emission of greenhouse gases.

The Municipality or applicant will not register or claim any environmental attributes generated by the Project. The Municipality or applicant will not transfer or assign any rights, title and interests, if any, in all environmental attributes generated by the Project to any person.

The Municipality or applicant warrants that no environmental attributes generated by the Project have been claimed, sold or otherwise transferred to a third party and that no other person has any claim to or ownership of the environmental attributes generated by the Project.

6.5 Limitation of Liability

The MCCAC’s sole liability is limited to paying the properly qualified rebates specified herein.

The municipality acknowledges that any Third-Party Provider or other provider selected by the municipality is not an agent, contractor or subcontractor of MCCAC.

The MCCAC shall have no obligation to maintain, remove, add to or perform any work whatsoever on the EVs or equipment installed as a part of the EVM program.

Neither the AUMA, the MCCAC, nor any of their affiliates are or will be liable to the municipality or to any other party for a Third Party Provider’s failure to perform, for failure of the EV Charging Station to function, for any damage to the municipality’s premises caused by the Third Party Provider, or for any and all damages to property or injuries to persons caused by or arising from any activities associated with the EVM program.

7.0 APPLICATION CHECKLIST

Step 1: Submit the EVM EOI

- Complete and submit an Expression of Interest.
- Receive approval to proceed to Step 2 from the MCCAC.

Step 2: Submit the EVM Application

- Complete and submit the EVM Application (Schedule "B") and all required attachments, available at <http://www.mccac.ca/programs/EVM>.

Step 3: Sign the EVM Funding Agreement

- Review, sign, and submit the EVM Funding Agreement issued by the MCCAC upon approval of the EVM Application.

Step 4: Project Completion

- Purchase applicable EVs, install applicable EV Charging Stations, or complete a Feasibility Study.

Step 5: Project Verification

- Submit all applicable Project Verification documentation to contact@mccac.ca or your designated MCCAC representative within eight (8) months of signing the EVM Funding Agreement.
- Complete public engagement activities.
- Review, sign, and submit the EVM Project Completion Statement issued by the MCCAC.

Step 6: Disbursement of Funding

- Receive the EVM program rebate cheque from the MCCAC.

Step 7: Evaluation and Verification

- Complete the program evaluation survey issued by the MCCAC.
- Submit the 1-year EV driving data for each vehicle through the [Data Collection Form](#).

CONTACT US

Questions about the EVM program may be directed to:

Municipal Climate Change Action Centre
300-8616 51 Avenue
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780.433.4431
contact@mccac.ca
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