

ELECTRIC VEHICLE CHARGING PROGRAM GUIDEBOOK

July 2023

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



**Municipal
Climate Change
Action Centre**

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1.0 PROGRAM OVERVIEW

The Electric Vehicle Charging Program (EVCP) provides funding to municipalities for the installation of electric vehicle (EV) charging infrastructure on municipally owned land to support and accelerate the adoption of EVs in Alberta. This EVCP Guidebook provides detailed information on eligibility requirements, available funding, and how to apply.

As of August 9, 2022, the Electric Vehicle Charging Program is closed and will not be accepting new applications.

2.0 ELIGIBILITY

2.1 Eligible Participants

The following organizations are eligible to participate in the EVCP:

- a. Municipalities: all designated municipalities within the province of Alberta are eligible to participate in the EVCP 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).
- b. Non-profit community-related organizations (CROs), located on municipally owned land or operating within municipally owned facilities. While CROs are eligible to participate, the municipality must be the signatory to the EVCP Funding Agreement and all rebates made under the program will be directed to the municipality. Such projects will be evaluated for eligibility on a case-by-case basis.

2.2 Ineligible Participants

The following individuals and organizations are ineligible for EVCP:

- a. Individual residents;
- b. Electricity or gas utilities;
- c. Companies;
- d. Industry and research associations;
- e. Academic institutions; and
- f. Provincial or federal governments including any crown corporations or agencies.

2.3 Eligible Project Types and Requirements

The EVCP provides funding support for municipalities in Alberta to install EV charging infrastructure that will support and accelerate the adoption of EVs in their communities. Municipalities can receive rebates for the installation of EV charging stations for use by the public and municipal vehicle fleets at community gathering places such as recreation centres, libraries, town halls, curbside locations, and more. Projects funded through the EVCP must meet the following requirements:

- a. Be installed in Alberta on municipally owned or leased land (assessed on a case-by-case basis) or at a municipally owned facility;
- b. Be a permanent installation (mounted or fixed);
- c. Be new and purchased equipment (not leased);
- d. Be for a new install or an expansion of an existing installation (not for the replacement of an existing installation);
- e. Be an eligible technology used to charge passenger EVs, including charging stations equipped with SAE J1772 standard plug connectors, Combined Charging System (CCS) plug connectors (otherwise known as SAE J1772 Combo), CHAdeMO plug connectors, or other proprietary charging connector types;

- f. Be a networked charger with the ability to communicate to other stations and/or to a server or the cloud through a cellular or wireless signal or connected vehicle communications using software to report on usage and/or other capabilities such as real-time charging station status;
- g. Be approved for sale and use in Canada by a third-party evaluator such as Canadian Standards Association (CSA), Underwriters' Laboratories of Canada (ULC), Underwriters' Laboratories (UL), Interlink, or equivalent;
- h. Be installed in accordance with the Alberta Safety Codes Act and in compliance with all applicable local building, electrical, zoning, parking codes and bylaws;
- i. Hold a valid electrical permit and have completed and passed all required inspections;
- j. Be installed by a fully licensed electrical contractor; and
- k. Be installed with a dedicated parking space clearly identified for the purpose of charging EVs, if meant for general public use.

2.4 Ineligible Project Types

The following project types are ineligible for funding under the EVCP:

- a. EV charging infrastructure installed prior to receiving approval from program staff (retroactive participation);
- b. Replacements of existing EV charging infrastructure;
- c. Installations of non-networked EV charging infrastructure;
- d. Installations of non-passenger vehicle charging, such as charging infrastructure for transit buses, electric ice resurfacers or other vehicle types; and
- e. Installations of non-electric vehicle fuelling systems.

3.0 FINANCIAL REBATE

3.1 EVCP Rebate Rates

The EVCP will provide rebates in accordance with the rebate rates in Table 1. The MCCAC, at its sole discretion, reserves the right to adjust EVCP rebate levels over time in accordance with changing market conditions (labour rates, equipment costs, etc). Such changes will be announced publicly, highlighting a clear cut-off date for EVCP application approval under existing rebate levels. The MCCAC also reserves the right to limit the number of approved projects or size of projects within a region as deemed appropriate to maintain equity and fill gaps in Alberta's EV charging network.

Table 1: EVCP Rebate Structure

Charger Type	Technology Conditions	Maximum Rebate
Networked Level 2 connectors 3.3 kW to 19.2 kW	Any commercially available and network-capable EV charging station certified for use in Canada. The charger must have a SAE J1772 standard plug head or be a proprietary** connector type rated for a minimum of 3.3 kW power output.	Up to 100% of total costs, to a maximum of \$10,000 per connector*
Networked Level 3 DC Fast Charger 20 kW to 49 kW	Any commercially available and network-capable EV charging station certified for use in Canada. The fast charger must include one or more of the following charging connector types: Combined Charging System (CCS), CHAdeMO, or proprietary** connector types rated for a minimum of 20 kW power output.	Up to 100% of total costs, to a maximum of \$30,000 per fast charger
Networked Level 3 DC Fast Charger 50 kW to 99 kW	Any commercially available and network-capable EV charging station certified for use in Canada. The fast charger must include one or more of the following charging connector types: Combined Charging System (CCS), CHAdeMO, or proprietary** connector types rated for a minimum of 50 kW power output.	Up to 100% of total costs, to a maximum of \$100,000 per fast charger

Networked Level 3 DC Fast Charger 100 kW and above	Any commercially available and network-capable EV charging station certified for use in Canada. The fast charger must include one or more of the following charging connector types: Combined Charging System (CCS), CHAdeMO, or proprietary** connector types rated for a minimum of 100 kW power output.	Up to 100% of total costs to a maximum of \$150,000 per fast charger
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** To qualify for Level 2 rebate funding per connector, each connector must be able to charge a vehicle and support a parking space simultaneously. Fast charging station funding is based on the number of chargers.*

***Proprietary connector types can represent a maximum of 75% of all charging connectors installed at the same project site. The remaining balance (25% or more) must be universal charging connectors (J1772, CCS and CHAdeMO) of the same category (i.e. level 2 or fast charger).*

3.2 Maximum Funding Limits

To ensure equitable and geographic distribution of EVCP funds, total EVCP funding distributed to a single municipality is capped at \$200,000. Municipalities may submit multiple applications and receive funding for multiple projects at various locations prior to reaching the EVCP funding maximum. The MCCAC, at its sole unfettered discretion, reserves the right to adjust the maximum funding cap per municipality in response to program demand and changing market conditions.

3.3 Eligible Expenses

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

- a. Capital expenses for the purchase of the EV charging station equipment and any other required infrastructure such as sub-panels and transformers downstream of the electrical service, as applicable;
 - b. Installation and construction costs by a licensed electrical contractor, including labour, equipment rentals and required materials;
 - c. Engineering and design costs related to the install (rationale and scope of work required);
 - d. Expenses for obtaining the required electrical permit and any other required building or development permits;
 - e. Expenses for completing the required electrical inspections and other inspections, as required; and
 - f. Expenses for protective physical barriers and site signage such as pole mounted signs or parking space painting.
 - g. Expenses for electrical service upgrades or any upgrades upstream from the electrical service such as transformer or distribution upgrades, if required, will be evaluated on a case-by-case basis.
- Municipalities are encouraged to leverage existing electrical infrastructure whenever possible.

3.4 Ineligible Expenses

Ineligible expenses include:

- a. Goods and Services Tax (GST) or any other taxes;
- b. Land costs;
- c. Legal costs;
- d. Costs relating to ongoing operations and maintenance (electricity consumption, electrical demand charges, networking fees, subscription fees, etc);
- e. Costs incurred by the municipality to submit program documents, process invoices, or any other administrative cost relating to participating in the program;
- f. Costs incurred prior to receiving written approval via a signed EVCP Funding Agreement;
- g. Preliminary site assessment and electrical demand assessments;
- h. Extended equipment warranties at an additional cost; and

- i. Any other expense deemed by the MCCAC to be ineligible.

3.5 Disbursement of Funding

The approval and allocation of funds will occur on a first-come, first-served basis based on the date in which the MCCAC and the municipality duly sign an EVCP Funding Agreement. Municipalities must submit a complete EVCP application and receive approval from the MCCAC prior to receiving an EVCP Funding Agreement. The municipality and the MCCAC must execute the EVCP Funding Agreement prior to initiating any work on the project.

After signing an EVCP Funding Agreement, municipalities must complete their project and submit all relevant completion documents within twelve (12) months. Municipalities that do not complete the installation of their EV charging station and submit completion documentation within twelve (12) months of signing the EVCP Funding Agreement are subject to removal from the payment queue and must contact the MCCAC if they still wish to participate in the program and receive a rebate. Any extensions to the completion deadline require the municipality to submit a written request to the MCCAC detailing the nature of the request. All extension requests are evaluated on a case-by-case basis and MCCAC, at its sole discretion, reserves the right to approve or deny any extension request.

Please note, rebates will be based on the actual final purchased and installed project components and eligible expenses. If project costs changed during construction, rebates will be adjusted accordingly and may differ from the rebate outlined in the Funding Agreement. Rebate payments will be distributed by cheque or electronic fund transfer (EFT) after the MCCAC has verified that the project is complete. Payments will be sent approximately six weeks following the end of the current fiscal quarter. For example, municipalities with a project completed in August should expect their rebate in mid-November or earlier. MCCAC will strive to distribute rebates within 150 days of projects being verified as complete. The project verification process is described in Step 5 of Section 4.0.

3.6 Grant Stacking

Municipalities are not permitted to access funding through both Natural Resources Canada's Zero Emission Vehicle Infrastructure Program (ZEVIP) and the EVCP for the same project. However, municipalities are permitted to access ZEVIP funding and EVCP funding for different projects at different locations as long as there is no overlap between the projects. The maximum amount of combined funding from all sources cannot exceed the total eligible costs of the project. Municipalities may leverage additional non-NRCan funding if their project through EVCP does not cover 100% of eligible costs. Such instances will be evaluated on a case-by-case basis. The municipality agrees to disclose any participation in other funding programs through which funding towards the cost of the project is being pursued.

4.0 HOW TO PARTICIPATE

Step 1: Submit an EVCP Expression of Interest (EOI)

Municipalities must submit an EOI to notify the MCCAC of their intent to participate and for eligibility screening purposes. 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-served queue. For details on how this queue is established, see Section 3.5.

Step 2: Submit the EVCP Application

Municipalities must submit an EVCP application and all required attachments to contact@mccac.ca or directly to their designated MCCAC representative. The EVCP application form is available on the EVCP [webpage](#). A single EVCP application may include multiple EV charging stations at various locations, but rebates will not be issued until all stations included in the project are complete. The MCCAC will review the EVCP application to verify participant and project eligibility and confirm approval.

Please note, no retroactive funding will be available. Participants are not to incur any costs or start construction prior to receiving a duly signed Funding Agreement from the MCCAC.

For each project, the municipality must provide the following information within the EVCP application:

1. Project details:
 - a. A brief written project description including details regarding the municipality's intent for pursuing this project.
 - b. The municipality's approach to ensuring stations are accessible 24/7, visible, have appropriate lighting (if available to the public) and a confirmation that each connector includes a dedicated EV-only parking spot with appropriate signage.
 - c. Any pay-for-use configurations and the intended time-based rate.
 - d. Written confirmation that the preferred install site will not be impacted by, or is free of subsurface utilities such as water, gas, irrigation, or telecommunication lines, as applicable.
 - e. Expected project start and completion dates.
 - f. Confirmation of equipment operation commitments and data sharing with MCCAC.
 - g. Any other pertinent information regarding the project.
2. EV charging station details including:
 - a. Installation facility or location name, address, and intent for the install to be for public or private use.
 - b. Brand and model.
 - c. Power output (kW) and charging voltage.
 - d. Charging plug type.
 - e. Charge level and the number of connectors per station.
3. Application attachments:
 - a. Detailed and itemized cost quotes for all eligible expenses as outlined in Section 3.3 (as applicable to the project). A detailed scope of work description is required for engineering and design costs.
 - b. A copy of all specification sheets (or brochures with technical information) for all EV charging stations.
 - c. Proof of land ownership for all install locations.
 - d. Any other supplementary documentation applicable to the project and as requested by MCCAC.

Step 3: EVCP Funding Agreement

Eligible projects will be issued an EVCP Funding Agreement. The municipality and the MCCAC must execute the EVCP Funding Agreement prior to initiating any work on the project. A signed copy of the EVCP Funding Agreement must be scanned and sent to contact@mccac.ca or the designated MCCAC representative. The MCCAC will return a final copy of the executed Agreement to the municipality and the project may begin. 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 EVCP Funding Agreement is fully executed, project funding is formally held, and the project may begin. The project must be completed within twelve (12) months of signing the EVCP Funding Agreement. Municipalities are responsible for selecting appropriate install locations, ensuring that the project is completed to a high degree of quality, and submitting all relevant project completion documents by the project 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 as detailed in Section 3.5.

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.

Step 5: Project Completion Documents and Verification

Once the project is complete, municipalities must notify the MCCAC and provide the applicable project completion documents indicating that the project was completed in accordance with the EVCP Funding Agreement. The project completion document package must be received by the MCCAC within twelve (12) months of signing the EVCP Funding Agreement. All projects must also complete the program evaluation form as provided by MCCAC and outlined in Section 5.1. The required completion items for each project includes:

1. A signed EVCP project completion statement, to be provided by MCCAC;
2. Final invoices and proof of payment for all expenses outlined in the application;
3. Photos of the completed install including photos that show the station is operational. Additional photos of the Canadian certification approval labels such as CSA, ULC or equivalent may also be required; and
4. Proof of public engagement activities which requires satisfaction of the following:
 - a. A media release for the project or any other public engagement activity deemed acceptable by the MCCAC that clearly identifies the full Municipal Climate Change Action Centre name. Examples include municipal news releases via the municipality's website, a project profile in the local newspaper, or event which includes news releases resulting from the project completion. The release must acknowledge that, *"The Municipal Climate Change Action Centre is a partnership of Alberta Municipalities, the Rural Municipalities of Alberta, and the Government of Alberta. Funding for the Electric Vehicle Charging Program was provided by the Government of Alberta and Natural Resources Canada"*;
 - b. Sharing of project details and photographs on municipal social media networks such as Facebook, Twitter, or LinkedIn, as applicable;
 - c. A set of 3 or more high resolution photographs of the EV charging station(s) suitable for use in program marketing and promotion. These photos will be shared publicly via MCCAC's project showcase. Photos with municipal staff are encouraged.
 - d. A brief abstract describing the project and its benefits including one or more quotes from municipal leaders or other municipal representatives, to be used for MCCAC program marketing.
 - e. Completion of the [EVCP evaluation survey](#) as outlined in Section 5.1.

Step 6: Disbursement of Funding

After the EVCP Project Completion Statement is executed with all supporting documentation as listed in Step 4, the MCCAC will issue the EVCP rebate payment to the municipality via EFT or cheque within 150 days of projects being verified as complete. The rebate will be based on the actual final purchased and installed project components and eligible expenses listed in the EVCP Project Completion Statement and may differ from the value outlined in the Funding Agreement depending on eligibility and any cost changes throughout the project.

5.0 EVALUATION AND VERIFICATION

5.1 Evaluation Survey

Municipalities will be required to provide feedback on the 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 program's intended outcomes and objectives are being met.

5.2 Verification

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 program, as well as forfeit any future payments under the program.

Any municipality receiving grant money under the 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.

5.3 Inspection

If an EVCP application is approved, for up to three years following the execution of the EVCP 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 EVCP Funding Agreement and 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 program not in accordance with the EVCP Guidebook and the EVCP 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 Alberta Municipalities may set-off against any other grant or amount payable to the municipality under any programs administered by the MCCAC or the Alberta Municipalities any amounts that become repayable by the municipality to the MCCAC or the Alberta Municipalities under the program.

6.3 False or Misleading Information

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

1. 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
2. that are attributable to
 - a. generation by the Project and
 - b. 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 EV charging stations or any equipment installed as a part of the program. Neither the Alberta Municipalities, 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 program.

7.0 APPLICATION CHECKLIST

Step 1: Submit the Electric Vehicle Charging Program (EVCP) Expression of Interest

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

Step 2: Submit the EVCP Application

- Complete and submit the EVCP application and all required attachments, available for download on the EVCP [webpage](#).

Step 3: Sign the EVCP Funding Agreement

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

Step 4: Project Completion

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

Step 5: Project Verification

- Submit all applicable project verification documentation to contact@mccac.ca or your designated MCCAC representative within twelve (12) months of signing the EVCP Funding Agreement.
- Complete public engagement activities.
- Review, sign, and submit the EVCP Project Completion Statement issued by the MCCAC.
- Complete the program evaluation survey issued by the MCCAC.

Step 6: Disbursement of Funding

- Receive the EVCP rebate cheque from the MCCAC.

CONTACT US

Questions about the EVCP may be directed to:

Municipal Climate Change Action Centre

300-8616 51 Avenue

Edmonton, AB T6E 6E6

780.433.4431

contact@mccac.ca

Founding partners of the Municipal Climate Change Action Centre



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