

**Zero Emission Vehicle Infrastructure Program**

**Public Places, On-Street, Multi-Unit Residential Buildings, Workplaces and Light-Duty Vehicle Fleets**

Request for Project Proposals

**Application Form - Document 1 of 2**

CONFIDENTIAL WHEN COMPLETED

Clean Fuels Branch

March 2021



Notes

1. Natural Resources Canada (NRCan) strongly recommends that Applicants familiarize themselves with the Applicant’s Guide before completing this Application Form.
2. Unless otherwise specified, the “proposed project”, the “application”, or the “proposal” in this template refers to the proposed project submitted in response to the request from NRCan for a project proposal to the Zero Emission Vehicle Infrastructure Program (the “Program”).
3. Completion and submission of this project proposal to NRCan does not imply that the proposed project will be approved for funding by the Program.
4. Applicants, their partners and collaborators must submit all information required under this request. The following **required** documents need to be submitted with your application:
   * Application Form - Document 1 of 2 (Word document)
   * Application Form - Document 2 of 2 (Excel document)
   * Proof of incorporation or registration (see Section 1.3 of the Applicant’s Guide)
   * Proof of 50% secured funding of the proponent’s share of total project cost (see Section 3.4 of the Applicant’s Guide)
   * Proof of engagement with energy suppliers (when applicable) (see Section 3.5 of the Applicant’s Guide)
   * Proof of access to site (see Section 3.6 of the Applicant’s Guide)

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|  | warning | **Incomplete applications will not be considered for funding.** |

1. The completed project proposal must be submitted by e-mail, courier or registered mail by **23:59 Eastern Time, June 22, 2021**. Please refer to section 1.12 of the Applicants’ Guide for the submission procedure. **Submissions sent after that time will not be accepted**. It is the Applicant’s responsibility to retain proof of the time the complete proposal package was sent to NRCan. This may be required in the event that NRCan does not receive the complete proposal package by the deadline for reasons that are beyond the control of the sender.



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| General Information **Please note that the Applicant’s name, Project Partners’ names, Project Title, non-confidential overview, and amount awarded will be disclosed publicly if the proposal is selected for funding by the Zero Emission Vehicle Infrastructure Program.** | | | | |
| Legal Entity: | | | *Insert the name of the organization or company that could sign a legally binding Contribution Agreement with NRCan*. | |
| Organization Address: | | | *Insert civic number, street, city, province and postal code.* | |
| Organization size: | | | *Include the number of employees your organization currently has*. | |
| Contact Name: | | | *Insert contact name of the person who will be the main contact for the proposed project*. | |
| Contact Title: | | | *Insert contact’s position title*. | |
| Email Address: | | | *Insert contact’s email address.* | |
| Preferred language of communication: | | | Written:  English  French | Spoken:  English  French |
| Telephone Number: | | | *Insert contact’s telephone number.* | |
|  | warning | Please provide a copy of the articles of incorporation or registration to confirm that the organization is validly incorporated or registered. This is not required for provincial, territorial, regional, or municipal governments. | | |

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| Project Summary | |
| Project Title: | *Insert project title.* |

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| Planned Start Date: | *yyyy-mm-dd* | **Planned End Date:** | *yyyy-mm-dd* |

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| Total Project Cost ($): |  | **Funding Request from Program ($):** |  |

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| Impact Assessment: Is this project a designated project under the *Canadian Environmental Assessment Act 2012* or the *Impact Assessment Act*? | **Yes**  **No** |
| If “yes”, please describe the activities undertaken to complete the impact assessment, the remaining steps required and the anticipated completion date. | |

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| Outstanding Legal Actions: Is there any legal action currently underway against the Applicant, parent companies or any partner, including any potential related financial loss? | **Yes**  **No** |
| If “yes”, please provide details. | |

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| Consultation with First Nations Required: Is this project occurring on or near First Nations territories? | **Yes**  **No** |
| If “yes”, First Nations Consultation is required. Please indicate which First Nations would be implicated should the project proceed and describe the consultation process by explaining the major steps and indicate the status of the consultation. | |

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| Project risk and risk mitigation measures | | | |
| Describe in the table below potential risks to the project, including events and/or circumstances that may negatively affect the successful achievement of planned results, and mitigation strategies for addressing the risks identified. | | | |
| **Risk Name** | **Impact** | **Likelihood** [[1]](#footnote-1) | **Mitigation Measures** |
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| Diversity and Inclusion Plan |
| NRCan is making sure that diversity and inclusion are at the centre of the green economy by collaborating with industry partners that are successful in their funding applications to submit a Diversity and Inclusion Plan. This plan is the first step to catalyze change within the broader ecosystem of sector partners.  Please select the status of the Diversity and Inclusion Plan at your organization: |
| **A company-wide Diversity and Inclusion Plan is in place.**  **The company is exploring developing a Diversity and Inclusion Plan.**  **A Diversity and Inclusion Plan is not place.\*** |
| Please note that Applicant eligibility will not be based on the status of the organization’s Diversity and Inclusion Plan.  \* Where there is no plan, NRCan will require that a Diversity and Inclusion Plan be pursued. Successful applicants will be asked to report progress on their plan and share information with NRCan. Please see Section 1.8 of the Applicant’s Guide for more details. |

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| Mandatory Criteria **IMPORTANT: You must ensure that your project application meets all of the mandatory requirements in order to be considered for funding. In addition, you must include all proofs or supporting documentation requested in the Applicant’s Guide and/or in this Application Form.**  **To help you in your application process, NRCan prepared a list of documents to provide in your application which is included in Section 6 of this Application Form.** |

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| Eligible projectsApplicants must confirm that their project meets the following requirements by completing the check boxes: |

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|  | *You are confirming that your project increases localized charging or hydrogen refuelling opportunities in public places, on-street, in MURBs, at workplaces or for light-duty vehicle fleets in accordance to the definitions found in Section 1.1 of the Applicant’s Guide.* |
|  | *You are confirming that your project includes:*  *a) a minimum of two (2) fast chargers of 50 kW and above; OR*  *b) if installing less than two fast charger of 50 kW and above, a minimum of twenty (20) chargers*  *of all charging levels; OR*  *c) a hydrogen refuelling station.*  \* For level 2 chargers, each connector can count as a unit towards the minimum of 20 chargers if each connector can charge a vehicle at the same time. |
|  | *You are confirming that all infrastructure in your project will be installed in compliance with all applicable local codes and bylaws.* |

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| Eligible infrastructure technologiesApplicants must confirm that their project meets the following requirements by completing the check boxes: |

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|  | You are confirming that all infrastructure in your project will be installed in Canada. |
|  | *You are confirming that all infrastructure in your project will be new and purchased (not leased) equipment installed permanently (mounted or fixed models).* |
|  | *You are confirming that all infrastructure in your project will be new installations or expansions of existing installations (not for the replacement of an existing installation).* |

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| **For hydrogen refuelling infrastructure projects:** | |
|  | *You are confirming the hydrogen refuelling station constructed for your project will be capable of dispensing hydrogen at 700 bar minimum.* |

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| **For electric vehicle charging infrastructure projects:** | |
|  | You are confirming that all chargers that will be installed in your project are certified for use in Canada and commercially available and use one or more of the following connectors:   * SAE J1772 standard plug head (Level 2 (208/240v)); * SAE J1772 Combo (fast-charging stations); * CHAdeMO (fast-charging stations); * Other proprietary charging connector types (see Section 1.6 of the Applicant’s Guide which details their eligibility for funding). |
|  | *You are confirming all chargers installed for your project will be connected as defined in 1.1.1 of the Applicant’s Guide.* |

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| Project completion timelines |

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|  | You are confirming that the electric vehicle chargers will be completed within thirty (30)\* months of the CA signature.  \*In order to adjust to possible delays due to COVID-19, the Program is allowing an additional 12 months to complete projects. |
|  | You are confirming that the hydrogen refuelling stations will be completed within thirty six (36)\* months of the CA signature.  \*In order to adjust to possible delays due to COVID-19, the Program is allowing an additional 12 months to complete projects. |

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| Minimum secured funding | |
|  | You are confirming that you have secured at least 50% of your share of the total project costs. |

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| Engagement with utility |

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|  | For electric vehicle charging infrastructure projects, you are confirming that for project sites involving chargers increasing the electrical load by 50 kW or more, you have engaged with the utility. |

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| Access to site |

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|  | You are confirming that you own the lands, have access to the lands or have the capacity to obtain access to the sites where the project will be built. If your lease does not include the authorization to install or build on site, please include Appendix C of the Applicant’s Guide. |

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| Merit Criteria(Please refer to section 4 of the Applicant’s Guide) |
| Project Information |
| Project rationale and background (business case) |
| *Describe how your organization will work towards achieving the program’s objective to support the deployment of electric vehicle charging or hydrogen refuelling infrastructure in public places, and on-street, in multi-unit residential buildings, at workplaces and for light-duty vehicle fleets as defined in Section 1.1 of the Applicant’s Guide.  Identify all partners and collaborators, and explain each organization’s role and contribution to the project.  Describe the rationale for the project submitted, for example, by highlighting the needs assessments, target users, commitments, strategies, organizational priorities, etc.   Also describe benefits to stakeholders and expected outcome of your project.  Describe the business model for operating the EV chargers or refuelling stations. Share your pricing scheme should there be one.* |

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| Technical details of the project |
| *Describe the technical considerations for the installation of the EV chargers or refuelling stations, for example, technical challenges, site planning, availability of adequate power supply, integration of load management solutions and planning for future expansion.* |

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| Indigenous business participation NRCan encourages Projects from or with participation from Indigenous business applicants or partners. Merit points will be awarded when the applicant is from an Indigenous community, has Indigenous partners listed under the [Indigenous Business Directory](https://www.sac-isc.gc.ca/eng/1100100033057/1610797769658), or if the Project is on Indigenous lands. |
| *If applicable, describe how your project involves participation from Indigenous businesses applicants or partners.* |

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| Project Readiness | | | |
| Capacity to deliver projects | | | |
| *Describe your ability and experience in developing, implementing, monitoring and managing projects within a specified timeframe and budget.   Demonstrate that your organization has the capacity to manage this project by providing examples from other projects and their achievements. If your organization has limited project management capacity and you are planning to engage partners, please describe.* | | | |
| **Identify the project manager** and other key members of the project team and state their specific expertise and experience related to the work involved. It is important that the roles of project team members (including representatives of key collaborators) be clearly described. | | | |
| **Name** | **Organization** | **Role in Project** | **Expertise and Experience** |
| *Insert Project Manager.* | *Insert organization.* | *Insert role in Project.* | *Insert expertise and experience.* |
| *Insert additional team member.* | *Insert organization.* | *Insert role in Project.* | *Insert expertise and experience.* |
| *Insert additional team member.* | *Insert organization.* | *Insert role in Project.* | *Insert expertise and experience.* |
| *Insert additional team member.* | *Insert organization.* | *Insert role in Project.* | *Insert expertise and experience.* |

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| Project site readiness | | | | |
| *Describe how the project site(s) will be ready for the construction/installation of the infrastructure.*  *The description should also include additional details on installer and manufacturer engagement, secured site access, secured power supply for charging stations with power output of 50 kW and above, or hydrogen requirement and its availability.   Include any other elements demonstrating that the Project site is in an advanced state of readiness.* | | | | |
| Please also provide in the table below a list of all the required permits to complete and operate the project, the level of government requiring the permit, the current status and if not completed, and the date that the Applicant expects to receive the permit. | | | | |
| **Permit** | **Description** | **Government** | **Status** | **Expected Date to Receive** |
| Permit #1 |  |  |  | *Click or tap to enter a date*. |
| Permit #2 |  |  |  | *Click or tap to enter a date*. |
| Permit #3 |  |  |  | *Click or tap to enter a date*. |

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| Increased secured project financing |
| At a minimum, each Applicant must show that they have already secured 50% of their share of the Project costs (see Mandatory Criteria, 3.4 of this Form); however, merit points will be given to Applicants able to demonstrate that they have higher amounts of funds available and secured.  Please complete the  **Budget Overview (worksheet 5.3)** located in the Application Form - Document 2 of 2 (Excel document). |

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| Other Project Items |
| Signage, visibility and outreach |
| *NRCan recognizes that a well-developed EV charger or refuelling signage program contributes greatly to visibility and the awareness of the public. Describe how you will promote the use of the infrastructure (e.g. communication, campaign, social media, internal policy, charging etiquette directive for end-users) and describe your signage and visibility plan (e.g. parking signs, directional signage, locator map, etc.).* |

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| Operation and maintenance plan |
| NRCan recognizes the importance of proper operation and maintenance of the charging or refuelling infrastructure. Describe the operation and maintenance plan for your project.   Plans should include elements such as service standards with performance levels for the operation of the station, network (for EV chargers), routine maintenance (e.g. snow removal), non-routine maintenance (in the event of critical failure), customer support services, customer payment options, insurance coverage, etc. |

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| Application Form – Document 2 of 2 |
| Please complete the Application Form - Document 2 of 2 (Excel document).  This workbook contains the proposal's **Project Details (worksheet 5.1)**, **Project Activities and Timeline (worksheet 5.2)**, and **Budget Overview (worksheet 5.3)**. |

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| Supporting Documentation Checklist |
| **Applicants must ensure that the following documents are included with their proposal:**  Application Form - Document 1 of 2 (Word document)  Application Form - Document 2 of 2 (Excel document)  Proof of incorporation or registration (see Section 1.3 of the Applicant’s Guide)  Proof of 50% secured funding of the proponent’s share of total project cost (see Section 3.4 of the Applicant’s Guide)  Proof of engagement with energy suppliers (when applicable) (see Section 3.5 of the Applicant’s Guide)  Proof of access to site (see Section 3.6 of the Applicant’s Guide) |

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|  | warning | **Please note that incomplete applications will not be considered for funding.** |

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| **Applicant’s Attestations** |
| **By submitting this proposal, the applicant attests that:**   * It is acting on behalf of all partners and collaborators and has received written permission from them to do so. * All funding (cash and in-kind) identified by the Applicant and its partners and collaborators in the proposal is expected to be available for commitment at the time of the signing of the Contribution Agreement by duly authorized representatives of the project applicant and its partners and collaborators. * Any proprietary or confidential information provided as part of the submission, by any party, is provided with the approval of that party. Federal reviewers are bound by the requirements of the *Access to Information Act* and the *Privacy Act* regarding the treatment of confidential information. * It understands and acknowledges that should the project be accepted for co-funding from the Program no liability and no commitment or obligation exists on the part of NRCan to make a financial contribution to the project until a written Contribution Agreement is signed by both parties, and, furthermore, that any costs or expenses incurred or paid by the Applicant prior to the execution of a written Contribution Agreement by both parties are the sole responsibility of the Applicant, and no liability exists on the part of NRCan. * It understands and acknowledges that NRCan officials will not entertain any request by project proponents to review or revisit NRCan's project approval decisions. * It understands and acknowledges that NRCan reserves the right to alter or cancel the currently envisaged process at its sole discretion. * It understands and acknowledges that no Member of the House of Commons shall be admitted to any share or part of the Contribution Agreements, or any resulting benefit. * It acknowledges that NRCan may collect, use and share an applicant’s documentation prepared in the administration of the Program. NRCan may use and share this information for the purposes of assessing and reviewing the eligibility of the applicant and the proposed project with other departments or agencies of the Government of Canada, and Provincial and/or territorial Governments.   **The individual signing below attests that he/she has the authority to sign a legally binding Contribution Agreement between NRCan and the project proponent.** |
| **Please sign below to confirm these attestations:** |

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| **Name of Duly Authorized Officer:** | | **Title:** | | |
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| **Signature:** | | | | **Date:** |

1. Likelihood definitions: Low -unlikely to occur; Medium – moderately likely to occur; High – very likely to occur. [↑](#footnote-ref-1)