



Natural Resources
Canada

Ressources naturelles
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Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative

Project Proposal

CONFIDENTIAL WHEN COMPLETED

Office of Energy Efficiency
February 2019

Ce document est aussi disponible en français. Veuillez envoyer un courriel à nrcan.TAF-TCR.nrcan@canada.ca en indiquant à la ligne Objet « Guide du demandeur ».



Canada

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 Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative (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. Incomplete proposals will be rejected.
5. The completed Project Proposal must be submitted by e-mail, courier or registered mail by **23:59 Eastern Standard Time, May 16, 2019**. Please refer to section 3 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.

1 General Information:

Please note that the Applicant's name, Project Partners' names, Project Title, non-confidential overview, and amount awarded will be public information if the proposal is selected for funding by the Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative.

Legal Entity:	The Corporation of the Town of Tillsonburg
Contact Name:	<i>Kevin De Leebeeck, P.Eng.</i>
Contact Title:	<i>Director of Operations</i>
Organization Address:	<i>Town of Tillsonburg 200 Broadway, Suite 204 Tillsonburg, ON N4G 5A7</i>
Email Address:	kdeleebeeck@tillsonburg.ca
Telephone Number:	519-688-3009 ext. 2232
Organization size:	130

Please provide a copy of the articles of incorporation or registered to confirm that the organization is validly incorporated or registered.

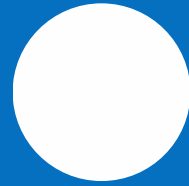
2 Project Summary

2.1 Project Title:	Tillsonburg Municipal Parking Lot 7A - 1 unit
2.2 Project Details:	Supply and install one (1) direct current fast charger (DCFC) rated for a minimum of 50 kW of power to be located at Municipal Parking Lot 7A located on Harvey Street, across from the Tillsonburg Town Centre Mall, in Tillsonburg, Ontario.
2.3 Project Anticipated Start Date:	May 4, 2020

2.4 Project Description:		
Supply and install one (1) direct current fast charger (DCFC) rated for a minimum of 50 kW of power to be located at Municipal Parking Lot 7A located on Harvey Street, across from the Tillsonburg Town Centre Mall, in Tillsonburg, Ontario.		
2.5 Federal Environmental Assessment:	Is this Project a designated Project under the Canadian Environmental Assessment Act 2012? See Applicants' Guide section 6.4.8 for more details.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If you answered "yes", please describe the activities undertaken to complete the environmental assessment, the remaining steps required and the anticipated completion date. Please also consider activities relevant to a Federal Environmental Assessment in the Project Risk and Mitigation section of this proposal.</i>		
2.6 Outstanding Legal Actions:		
<i>Please list and describe any legal action currently underway against the Applicant, parent companies or any partner, including any potential related financial loss.</i> N/A		
2.7 Consultation with First Nations Required:		
Project does not occur on or near First Nation territories.		
2.8 Is the Applicant or any of its collaborators registered under Innovation, Science and Economic Development's <u>Indigenous Business Directory</u>?		
No		

3 Project Details

IMPORTANT: In order for your application to be considered complete, documentation must be included to support all assertions. A checklist for reference is included at the end of this application on the attestation page.

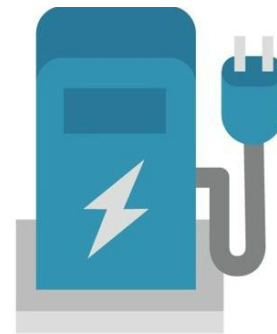


3.1 Eligible technology:

Number of charging stations or pumps:

One (1) Electric Vehicle Fast-Charger

(Any electric vehicle fast charger commercially available and certified for use in Canada. The charger must be a direct current fast charger (DCFC) rated for a minimum of 50 kW of power output with at least one (1) charge connector that is CHAdeMO compliant and one (1) charge connector that is SAECombo (CCS) compliant. The charger's power source must be capable of supplying at least 50 kW of power)



3.2 Name of the manufacturer and description of the technology:	Flo SmartDC-V2 - DCFC
3.3 Permanent installation:	<input checked="" type="checkbox"/> Yes
<i>Comments:</i> charging station will be permanent.	
3.4 Is the Project new or increasing current capacity:	<input checked="" type="checkbox"/> Yes <i>By selecting yes, you are confirming that the Project will augment the number of available infrastructure or increase the capacity of existing infrastructure.</i>
<i>Comments:</i> This project will introduce the first Municipally owned Electric Vehicle Fast-Charging station in the Downtown Core.	
3.5 Open to the public:	<input checked="" type="checkbox"/> Yes <i>By selecting yes, you are confirming that the Project will be publicly accessible, available for use year-round without any access restrictions (e.g. in a paid parking area with limited business hours, behind a fenced area).</i>
<i>Please provide details:</i> The proposed location is at a fully accessible public municipal parking lot.	
3.6 Networking:	<i>(for electric vehicle fast-chargers only)</i> <input checked="" type="checkbox"/> Yes <i>By selecting yes, you are confirming that the fast-charger will be networked.</i>
<i>Please provide details on the network:</i> Flo offers a large network of EV charging stations, including, the ability to determine if the station is available, type of charger, type of charge connector, rate structure, and if in service.	
3.7 Payment options free of any network membership requirement:	
Flo offers an option to pay by credit card without being a member and adds a flat fee of \$0.50 per session.	

3.8 Project completion: <u>Provide the Project's timelines in Section 4</u>	<input checked="" type="checkbox"/> Yes <i>By selecting yes, you are confirming that the electric vehicle fast-charger will be completed in eighteen (18) months after the receipt of the Letter of Conditional Approval.</i>
3.9 Secured funding: <u>Provide the Project's budget in Section 8</u>	<input checked="" type="checkbox"/> Yes <i>By selecting yes, you are confirming that you have secured at least 50% of your share of the Project costs.</i>
3.10 Engagement with electric or fuel supplier:	
<p><i>Please describe what arrangements have been made to secure access to the electrical supply, or secure access to natural gas or hydrogen. If an agreement has been reached, please include it with the application. Otherwise, please indicate the stage of the negotiations.</i></p> <p>The Local Distribution Company (LDC) has been engaged regarding this project and have provided a letter of support for this project.</p>	
3.11 Project site access:	<input checked="" type="checkbox"/> We own the land where the Project will be built <input checked="" type="checkbox"/> We have obtained access to the site for at least 10 years <input checked="" type="checkbox"/> We have the capacity to obtain access to the site for at least 10 years
<p><i>Please describe the site and provide details on the terms and conditions under which you have or will have access to the site for at least 10 years. If you are still negotiating the access to the site, provide details and an estimated date where an arrangement will be concluded.</i></p> <p>The site is owned by the lead applicant and has full access to the site for the next 10 years.</p>	
3.12 Interoperability and Open Communications Protocols (for electric vehicle fast-chargers only):	
<p><i>Please describe how the equipment and its network allow for members of one network to use their membership on another network or what your plans are in this regard.</i></p> <p><i>What are your intentions regarding the use of open source protocols?</i></p>	
<p>Once a member of Flo network, users can charge at other stations affiliated with Electric Circuit, eCharge Network, or ChangePoint.</p>	

3.13 Future Expansions:

Please provide details as to any rough-in work to prepare the site for future expansion plan, or any steps taken to facility future upgrades to newer technologies.

There are no current plans for future expansion at this location.

3.14 Operation and Maintenance Plan:

Who will be the operator of the infrastructure and how will it be operated?

The Town of Tillsonburg will be the operator of the infrastructure. The station will be accessible 24/7 complete with customer service via Flo.

Who will maintain the infrastructure and how will it be maintained?

Flo will be responsible for maintaining equipment and detecting any problems that arise remotely. Town staff will be able to monitor the site in-person and confirm any issues (e.g. non-EV parked in designated parking spot).

Please provide details on your operation and maintenance plan.

Flo provides annual maintenance and administration programs for all EV charging stations. The Town will purchase into these programs up front for a duration of 10 years. Therefore, Flo will be responsible for maintaining the equipment. In addition, snow clearing is already administered by the Town at this site and will allow for continuous access to the station. All maintenance issues will be dealt with in an orderly fashion and be completed within 14 days of an incident. Any issues experienced by users of the EV station will be able to contact a support line 24/7 that is administered by Flo.

3.15 Visibility:

Please provide information on the signage program for the site and for the road leading to the site where the infrastructure will be built.

The Town will post signs along Broadway, Bridge Street East and Ridout Street East to direct potential users to the EV station.

3.16 Co-location:

Will the Project be co-located with existing infrastructure? If so, please describe the existing installation.

This project will not be co-located. There is currently no existing infrastructure at this location and this proposal is for one (1) EV charging station only.

4 Project timelines and milestones

Please provide and describe an outline of all major steps or milestones required to complete the Project, and the proposed timelines. A chart demonstrating the Project milestones must be submitted in addition to this form.

Activities	Principal Milestones	Initiation Date	Completion Date	Notes
Task 1 – Permit acquisition		January 2020	April 2020	
Task 2 – Engineering and design		January 2020	April 2020	
Task 3 – Equipment procurement		April 2020	May 2020	
Task 4 – Construction		May 2020	September 2020	
Task 5 – Inspection and commissioning		September 2020	October 2020	
Task 6 – Public opening and start of sales activities		October 2020	October 2020	

4.1 Permitting

Please name and describe all permits that will be required to complete and operate the Project, the level of government requiring the permit, the current status and if not completed, the date that the Applicant expects to receive the permit.

Permit	Description	Government	Status	Expected Date to Receive
ESA – Certificate of Inspection	ESA will provide an inspection upon completion of work.	Provincial	Not Started	2020-07-31
Encroachment Permit	To regulate and control works on public lands	Town of Tillsonburg	Not Started	2020-05-01

5 Project Team Members

Please list here all key members of the Project team and describe the individual's contribution to the proposed Project and their experience and expertise. Refer to similar Projects in which each person has been involved. Please identify the Project Manager and provide sufficient information on all key team members for reviewers to be able to assess whether the team provides the necessary management, engineering, technical capacity, combined with the appropriate mix of expertise, to do the proposed work. Include the **Project Manager's Curriculum Vitae** to the application to substantiate the information provided below.

Project Manager:	Jason Ropp		
Organization:	ERTH (Holdings) Inc.	Role in Project	Project Manager
Expertise and Experience:			
Jason is a certified Master Electrician that has installed several Level 2 and Level 3 EV charging stations (including all civil work required) throughout Oxford County and surrounding area			
Team Member 1:	Kevin De Leebeeck, P.Eng.		
Organization:	Town of Tillsonburg	Role in Project	Project Lead
Expertise and Experience:			
Fifteen years of experience providing leadership, management, and technical expertise for a wide variety of assignments. Kevin has demonstrated strength in management methods and concepts and consulting with the public, elected officials, consultants, and contractors. He is consistently recognized for sound engineering judgment and knowledge of design codes, guidelines and standards as well as Federal and Provincial Regulation and has a proven track record to manage multiple projects and staff by promoting a positive team attitude to motivate team members to achieve potential and meet project objectives.			
Team Member 2:	Melissa Abercrombie, P.Eng.		
Organization:	County of Oxford	Role in Project	Project Advisor
Expertise and Experience:			
Melissa holds a degree in Civil Engineering and is Managers of Engineering Services at the County of Oxford. Since 2016, Melissa has installed 2 – Level 3 and 19- Level 2 Electric Vehicle Chargers for the County using various funding programs in Ontario.			

6 Partners and Collaborators

Please list here all partners and collaborators, and explain the nature of each organization's role in, and contribution to the Project. Why are these other stakeholders and collaborators involved, what values do they bring to the Project. The legal owner and the operator of the Project must be identified.

Collaborators owning a fleet of alternative fuelled vehicles having signed a letter of support for the Project should be included here. Please ensure the quantity of vehicles currently owned and the fuel type used is clearly indicated. The letter of support should also be added to the application when submitted.

If applicable, Original Equipment Manufacturers who pledge to make alternative fuel vehicles available for sale would be added in this section, with an official correspondence added to the application.

Partner 1 Name:	Town of Tillsonburg
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Owner of project and financial contributor.

Partner 2 Name:	County of Oxford
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Financial contributor to the project and assistance with application submission.

7 Detailed Funding Summary (Double-click below to open the embedded excel for data entry)

Evidence of secured co-funding must be provided with the proposal submission. Include firm letters of commitment, letters of support, signed loan documents, or financial statements for the Applicant showing funding availability. Proposals with less than 50% of non-NRCan firm financing will not be considered.

For each source of funds, the Applicant should send supporting documentation. Firm funding proofs should be either a bank statement, or a signed funding agreement. For conditional financing, this could be a document describing the source of funds, or an unsigned agreement.

Electric vehicle fast-charger Projects located in British Columbia: *Electric vehicle fast-charger Projects located in British Columbia and selected for funding under NRCan's Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative could also be eligible for non-repayable provincial funding.*

The BC Clean Energy Vehicle Public Fast-Charging Program could fund up to 25% of the Total Project Costs up to a maximum of \$25,000 per electric vehicle fast-charger, pending available provincial funds. Funding is merit based and limited to the funding envelope made available by the Province. For fast-chargers in BC, please include the provincial funding in the budget tables (section 7 and 8) of your Proposal if you would like to be considered for a provincial contribution. Proposals must reflect all government contributions.

You must reflect all funding including all governments contributions in the following table:

Contributions (\$K)	Cash	In-kind	TOTAL	Firm or Conditional	Funding evidence provided
Private Sector Contributions					
Proponent			-		
<Other Private Sector 1>			-		
<Other Private Sector 2>			-		
Contributions	-	-	-		
Government Contributions					
NRCan	50,000.0		50,000.0		N/A
Public Sector Proponent			-		
Town of Tillsonburg	25,000.0		28,800.0	Firm	
County of Oxford	25,000.0		28,800.0	Firm	
Contributions	100,000.0	-	107,600.0		
Total Contributions	100,000.0	-	107,600.0		
Committed Funding			-		
Leverage (compared to total Contributions)					

8 Budget

The following section details the Project's budget and funding sources. Please ensure that the "Total Project Costs" are the same in each table, including the "Detailed Funding Summary" in Section 7.

8.1 Detailed Cost Breakdown:

Provide an overall budget describing the costs per the federal government's fiscal year (April 1 - March 31). Phases and tasks should be linked to those phases and tasks listed in Section 4 – Project timelines and Milestones.

Approved Budget (\$)	2019-2020	2020-2021	TOTAL (\$)
The Program (NRCan Contribution)			
ELIGIBLE EXPENDITURES			
Salaries and benefits	\$ -	\$ -	\$0
Professional services			\$0
Reasonable travel costs, including transportation, meals and accomodation, at rates comparable to the Treasury Board travel guidelines	\$ -	\$ -	\$0
Capital expenses, including informatics and other equipment or infrastructure		\$105,725	\$105,725
Rental fees or leasing costs	\$	\$	\$0
License fees and permits	\$	\$	\$0
Costs associated with Environmental Assessment	\$		
GST, PST and HST net of any tax rebate to which the recipient is entitled	\$	\$ 1,860	\$1,860
Overhead expenses directly related to the Project will be considered to a maximum of 15% of Eligible Expenditures	\$ -	\$ -	\$0
	\$0	\$107,585	
Total Eligible Expenditures			\$107,585
INELIGIBLE COSTS			
INELIGIBLE EXPENDITURES			
	Total Ineligible Expenditures		\$0
IN-KIND COSTS			
	Total In-Kind Costs		
Total Ineligible Costs			
TOTAL PROJECT COSTS			\$107,585

Source of Contributions:	Percentage (%)	Cash (\$)	In-Kind (\$)	Total (\$)
The Program	46%	50,000	N/A	
The Proponent	27%	28,800		
Other Contributors	27%	28,800		
TOTAL	100%	\$107,600	\$0	\$107,600

*Total Project Costs should match those from the detailed funding breakdown (Section 7)

**Costs incurred after conditional approval and prior to signing of a Contribution Agreement can be included in Total Project Costs, however they will not be considered Eligible Expenses.

9 Project Risk and Risk Mitigation Strategy

Please provide a review of the Project risks in terms of technical risk, business risk and other risks (environmental review, permitting etc). The Project will be evaluated based on how well the risks have been identified and on the risk mitigation strategy. It is understood that these Projects carry inherent risk due to a lack of significant quantities of vehicles on the road, which is why government funding is required as part of a risk mitigation strategy. What is needed is for the Applicant to demonstrate that they understand the risks at various stages of Project development and that there is a well thought out plan to execute the Project in such a manner that risk is mitigated to a reasonable degree.

Risk Name and Description	Impact	Mitigation Measures	Stage Gate (Y/N)	Completion Date
Type of Risk: ¹	Technical	Estimate Likelihood: ²	Low	
<Risk Name and Description>	Hydro Transformer Upgrade	Provide advance notice (i.e. at time of successful Project Notification) and timely coordination with local LDC.	Y	June 2020
Type of Risk:	Choose an item.	Estimate Likelihood:	Choose an item.	
<Risk Name and Description>	<Enter impact>	<Enter mitigation measures>	Y/N	Date
Type of Risk:	Choose an item.	Estimate Likelihood:	Choose an item.	
<Risk Name and Description>	<Enter impact>	<Enter mitigation measures>	Y/N	Date
Type of Risk:	Choose an item.	Estimate Likelihood:	Choose an item.	
<Risk Name and Description>	<Enter impact>	<Enter mitigation measures>	Y/N	Date

<add rows as necessary>

¹ Financial – e.g. Project funding issues; Market – e.g. market environment, product entry; Technical – e.g. equipment failure, construction delays; Regulatory – e.g. environmental approvals, permitting issues.

² Likelihood definitions: Low -unlikely to occur <5%; Medium – moderately likely to occur ~25%; High – very likely to occur > 50%.

10 Economic Impact

10.1 Direct Impacts

Describe the pricing model, the operation and maintenance costs and describe how the Project will generate profits. What is the economic potential of the Project?

The Town of Tillsonburg is proposing an initial charging rate of \$15/hr prorated. This amount is based on information from Level 3 chargers owned by nearby area municipalities of Woodstock and Ingersoll. At this proposed rate, the Town believes it will be in a cost neutral position and will allow the Town to continue to promote EV vehicles.

10.2 Indirect Impacts

Describe the indirect economic impacts, such as training of highly qualified personnel (HQP), job creation, tourism or any other indicator that demonstrate the indirect economic impacts of your Project.

The location of the proposed EV fast-charger will likely provide economic spin-offs for local business located within the Town Centre Mall and provide opportunity for visitors to tour the nearby Annandale National Historic site.

Performance Indicator	Target Value	Achieved by date
Funding leverage (Contributions in addition to NRCan funding)	\$28,800	April 24, 2019
Economic potential (at end of Project) (\$)		
Economic potential (One year post Project completion) (\$)		
Economic potential (Five years post Project completion) (\$)		
Economic potential (Ten years post Project completion) (\$)		
Total person-years of employment created		
Months of training trades HQP		
Months of training professional HQP		
Annual operating and maintenance costs (\$)	\$975	
Months of construction employment	5	May - Sept 2020
Months of operations and maintenance employment	120	

Applicant's Attestations

By submitting this proposal, the Project 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.

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:

Signature:

Name of Duly Authorized Officer:

Title:

Date:

Supporting Documentation Checklist

In addition to the completed proposal, Applicants must ensure that the following supporting documents are included with their submission:

- Proof of access to site;
- Proof of incorporation/registration;
- Project manager curriculum vitae;
- Proof of secured electric/fuel supply from a local utility; and
- Proof of 50% firm funding of the Proponent's share of Total Project Cost;