Home and Workplace EV Charging Program

A Program funded by the Province of British Columbia



Home and Workplace EV Charging Program

The Provincial Climate Strategy, CleanBC, sets ambitious greenhouse gas reduction targets across all sectors including transportation. To reach the targets the adoption of zero-emission vehicles (ZEVs) will be integral. The Zero-Emission Vehicles Act legislates that 10% of all new light-duty vehicle sales must be ZEV by 2025, 30% by 2030 and 100% by 2040. The Home and Workplace EV Charging Program addresses a key barrier to ZEV adoption, access to charging infrastructure.

Funded by the Ministry of Energy, Mines and Petroleum Resources (the Ministry) and administered by BC Hydro and FortisBC, the Home and Workplace EV Charging Program (the Program) provides rebates towards the cost of the purchase and installation of eligible electric vehicle (EV) charging equipment, and support services for multi-unit residential buildings and workplaces seeking solutions for their EV charging needs.

Goals of the program include:

- EV-ready homes and workplaces across B.C.
- Customers have seamless access to a station and installer at the point-of-sale of a ZEV and at the utility customer interface.

The Program consists of four components:

- 1. Incentives for single-family home EV charging equipment and installation;
- 2. Incentives for multi-unit residential building (MURB) EV charging equipment and installation;
- 3. Incentives for workplace EV charging equipment and installation; and
- 4. Expert support to assist MURBs and workplaces to plan and install EV charging stations

The total program funding for 2019/2020 is \$4.8M and at least \$1.5M will be reserved for MURBs and Workplace EV charging station installations.

This guide provides details of the eligibility requirements and application process to participate in this Program. The guide may be periodically updated as needed to clarify Program requirements and improve Program effectiveness.

For questions relating to the guide or design of the Program, please contact:

CEVEnquiries@gov.bc.ca

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1. Home and Workplace EV Charging Program Administration

Program Administrator

The Program is administered by BC Hydro and FortisBC on behalf of the Ministry. The Ministry is responsible for overall CleanBC Transportation Program management, and oversight of the administration of the Program. In order to meet Government objectives, the Ministry reserves the right to modify or cancel any component of the Program at any time without notice.

The EV Charging Advisor for MURBs and workplaces component of the Program will be delivered by Fraser Basin Council in coordination with BC Hydro and FortisBC.

Program Communications

All program information, resources and application forms for the Program will be made available on BC Hydro and FortisBC websites. Program information will also be hosted on the Province's EV central resource webpage and will link to Program websites of BC Hydro and FortisBC.

BC Hydro and FortisBC will coordinate with the New Car Dealership Association of BC and the Automotive Retailers Association to facilitate customer access to the program at the point-of-sale of a ZEV.

Enquiries related to the administration of the Program including, but not limited to, eligibility requirements, and application processing, should be directed to *evchargerincentives@bchydro.com* or *electricrebates@fortisbc.com*.

2. Single-Family Home Charging Installation Incentives

Description

Because the vast majority of EV charging occurs at home, the Program provides a financial reimbursement incentive to support the purchase and installation of eligible, new, Level 2 (208V or 240V AC) electric vehicle charging stations for single-family homes (SFHs). For the purposes of this incentive category, duplexes and townhomes with private garages or dedicated parking, are considered SFHs, and would be eligible. Dedicated parking is a private parking space on applicant's property that will accommodate a ZEV.

Applicants may only apply for one Level 2 charging station. However, for multiple residences, a single owner may apply for more than one charger and installation incentive, based on proof of title for each separate home. The total approved number of charging stations may be capped to ensure the program funds are equitably distributed. Only costs incurred on or after September 26, 2019 will be eligible.

a) Eligible Applicants

To be considered eligible under this Program, a SFH home must:

- Be located in B.C.;
- Be constructed no later than six months prior to the equipment installation date, which must be clearly stated on the installer invoice; this incentive is intended for retrofit solutions only, new builds are ineligible; and
- Have dedicated parking for residents.
- b) Eligible Costs

The Program will reimburse eligible purchase and installation costs of eligible, new, Level 2 charging equipment up to 50% of costs, up to a maximum of \$350 per approved station. All work must be completed, and applications submitted no later than 90 days after the installation of the charging station, or by March 31, 2020, whichever comes first. Customers that submit applications after March 31, 2020 will be placed on waitlists and will receive rebates pending additional funding becoming available. Rebates will be issued until program funds are fully expended.

Eligible costs include:

- Purchase of the charging station;
- Labour and construction costs for the installation of the charging station by a licensed electrical contractor;
- Electrical and other related permits; and
- Electrical design to accommodate the charging stations.

The incentive cannot be combined with incentives from ZAPBC. Reimbursement of eligible costs will not be issued if an incentive offer was received from ZAPBC, and the applicant must repay the incentive if post-receipt it is found that the applicant subsequently received an incentive from ZAPBC.

If the Provincial incentive is combined with any other incentives, the Provincial incentive will be capped so that the total incentives do not exceed total costs of the purchase and installation of the charging station. The applicant must repay the difference if post-receipt it is found the applicant received incentives in the amount higher than total costs.

- a) Ineligible Costs include, but are not limited to:
- Installation of non-EV charging infrastructure;
- Painting of parking area;
- Monthly or annual subscription fees associated with the charging station;
- Taxes paid on charging station, labour, etc; and
- Charging infrastructure already required under regulation, building codes, or other programs.
- c) EV Charging Equipment Requirements
- Be purchased in B.C.;
- Be approved for sale and use in Canada (cUL, cETL, CSA certification);
- Be a Level 2 (208 or 240 Volt) station, and feature a SAE J1772 standard plug head;
- Be purchased, not leased;
- Be a permanent installation; and
- Wall mounted is allowed if you already have a 240V outlet available for your charger.

A list of pre-approved Level 2 EV charging equipment models will be provided on the Program website and maintained by BC Hydro and FortisBC. This list will be continually updated and maintained but will not be exhaustive. If an applicant purchases a station not on the list, it will be eligible if the station meets the criteria outlined in each program area section below. Charging equipment manufacturers and/or suppliers may request that their stations be included on the list by contacting [BC Hydro email].

To be eligible, applicants must agree to a potential site visit to verify program requirements have been completed.

d) Application Process

For applicants living in a SFH, the EV charging equipment must be purchased and

installed before applying to the Program.

To apply for this incentive, the following documentation must be provided at the time of application:

If you had the EV charger installed by a licensed electrician:

- A complete copy of the paid itemized receipt for the purchase of an eligible electric vehicle charging station (receipt/invoice must include Canadian dealer/website/retailer name, address and phone number, purchase date and price, product make and model);
- 2. The paid invoice or itemized receipt for the electric vehicle charging station installation; and
- 3. A copy of the EV charger contractor installation form for single-family homes which has been completed and signed by the electrical contractor.

If you installed the EV Charger yourself:

- A complete copy of the paid itemized receipt for the purchase of an eligible electric vehicle charging station (receipt/invoice must include Canadian dealer/website/retailer name, address and phone number, purchase date and price, product make and model);
- 2. The paid invoice or receipt for the electrical inspection cost; and
- 3. The certificate of inspection issued by the appropriate authority (i.e. municipality or Technical Safety BC).

The applicant must complete the Program Application in full and attach all required supporting documentation regarding purchase and installation. Incomplete applications will not be approved or used to reserve funds; applicants will be asked to submit again.

Applicants must agree to participate in follow up interviews and/or surveys conducted by or on behalf of BC Hydro, FortisBC or the Province, if selected to do so.

If the Province changes or terminates the Program, a completed eligible application form received prior to a change or the termination of the Program will be administered in accordance with the Program as it existed on the date of the application.

3. MURB Charging Incentives

Description

MURB residents face significant barriers to accessing EV charging in their homes and, as a result, becoming EV owners. This is due to the added administrative layers associated with buildings containing multiple residences, more complex technical requirements and associated higher costs. The Program is designed to help address this financial and administrative burden through both equipment/installation incentives and the EV Charging expert support program offering. In this program stream, applicants submit an initial application to reserve an incentive, and then only receive the reimbursement incentive once all work is completed and paid for and final application requirements are met.

a) Eligible Applicants

This Program component is open to B.C. residents, building owners, managers, or other building representatives (such as strata councils) who reside in or have oversight of an eligible MURB. The MURB must be located in B.C. and be constructed no later than August 31, 2019; this incentive is intended for retrofit solutions only, new MURB builds are ineligible.

b) Eligible Costs

Successful applicants to the MURB charging incentive will be reimbursed for 50% of the cost of purchase and installation of eligible, new, Level 2 (208V or 240V AC) charging stations or energized 208V or 240V outlet dedicated to EV charging, up to a maximum of \$2,000 per station. Applicants can apply for multiple charging stations up to a maximum of \$14,000 in incentives per application. Single port stations count as one charging station, dual port stations count as two charging stations. As such, applicants who apply for a dual port station would receive up to \$4,000 or 50% of total costs, whichever comes first.

Applicants residing in MURBs that were built after the implementation of municipal bylaws requiring EV ready parking stalls will be reimbursed 50% of the cost of purchase and installation of eligible, new, Level 2 (208V or 240V AC) charging stations, up to a maximum of \$350 per station. Building owners, managers, or other building representatives can apply for multiple charging stations, but the incentive will be capped at \$5,000 per application.

Organizations can have separate applications for different sites but can only receive incentives for a maximum of four sites.

Eligible Costs include:

- Purchase of the charging station;
- Labour and construction costs for the installation of the charging station and associated conduit by a licensed electrical contractor;
- Site assessments of the building's requirements and costs to install EV charging infrastructure;

A site assessment to include:

- \circ Analysis of electrical capacity
- Reviewing panel capacity
- Review physical electrical set up in building and identifying points of interconnection
- \circ Identification of potential design options for up to 100% electrification
- Electrical and other related permits;
- Parking and electrical design to accommodate the charging stations and conduit; and
- EV parking signage.

Reimbursement of eligible costs will not be issued if:

Work is incomplete. All Program requirements must be shown to be fulfilled before the payment will be issued. To avoid disappointment, if you are unsure about a requirement, please contact BC Hydro or FortisBC before completing the work.

Incentive received from ZAPBC: The EV charging equipment and installation incentives cannot be combined with the incentive offer from ZAPBC, and the applicant must repay the incentive if it is found that the applicant received an incentive from ZAPBC after receiving an incentive under this program.

If the Provincial incentive is combined with any other incentive, the Provincial incentive will be capped so that the total incentives do not exceed total costs of the purchase and installation of the charging station. The applicant must repay the difference if post-receipt it is found the applicant received incentives in the amount higher than total costs.

Ineligible Costs include, but are not limited to:

- Installation of non-EV charging infrastructure;
- Administration such as communication between property management and residents, copy or documentation fees;
- Painting of parking area;
- Monthly or annual subscription fees associated with the charging station;
- Taxes paid on charging station, labour, etc; and
- Charging infrastructure already required under regulation, building codes, or

other programs.

- c) EV Charging Equipment Requirements
- Be purchased in B.C.;
- Be approved for sale and use in Canada (cUL, cETL, CSA certification);
- Be a Level 2 (208 or 240 Volt) station, and feature a SAE J1772 standard plug head;
- Be purchased, not leased;
- Be a permanent installation;
- Be networked. A networked level 2 charger must be connected to a central system via standard internet protocol. The communication to the central system can be either an open protocol (such as OCPP, OpenADR, or other) or a proprietary system; and
- Be installed by a licensed electrical contractor.

A list of pre-approved Level 2 EV charging equipment models will be provided on the Program website and maintained by BC Hydro and FortisBC. This List will be continually updated and maintained but will not be exhaustive. If an applicant purchases a station not on the list, it will be eligible if the station meets the criteria outlined in each program area section below. Charging equipment manufacturers and/or suppliers may request that their stations be included on the list by contacting [BC Hydro email].

To provide for future EV growth within the MURB, the Applicant must also ensure that their licensed electrician installs oversized conduit according to the following requirements:

- Must install over-sized conduit that allows for at a minimum 6 Level 2 charging stations at 40A each, or the total number of parking stalls, whichever comes first
- Must run conduit (pre-wiring not required) to provide future service to all parking stalls, or 30m into the parking area, whichever comes first;
- Must install junction boxes at intervals for future runoffs; and
- Must include a label stating "FOR USE WITH ELECTRIC VEHICLES ONLY" in conspicuous places at the service panel/sub-panel and along the conduit raceway.

To be eligible, applicants must agree to a potential site visit to verify program requirements have been completed.

Once pre-approved for an incentive, applicants must purchase and install eligible EV charging equipment, and complete applications within four months or by March 31, 2020, whichever comes first. **Only costs incurred after application approval, and before the deadline to install, will be considered eligible. Customers that complete**

applications after March 31, 2020 will be placed on waitlists and will receive rebates pending additional funding becoming available.

Eligible Electricians

For any costs to be reimbursable, the charging station installation must be conducted by a licensed electrical contractor. It is encouraged that the charging stations be installed by electricians who have completed the Electric Vehicle Infrastructure Training Program (EVITP).

d) Application Process

To apply for this Program, there is a 3-step process. The applicant must complete the Program Application in full and attach any required supporting documentation. Incomplete applications will not be approved or used to reserve funds; applicants will be asked to submit again.

Step 1: Submit your application for review and pre-approval Documentation required:

- Proof of approval to install charging station(s) from the authority having jurisdiction over the MURB;
- For applicants with oversight of a MURB (e.g. property managers, strata councils), the following documentation must be provided:
 - Proof of B.C. business license, non-profit status, and/or strata status in B.C. as is applicable; and
 - Proof that the applicant has the authority to install charging stations in the MURB.
- Contractor Form; and
- A quote for the work to be completed. This quote must be from a licensed electrician or electrical contractor, be line itemized and cover all program eligibility requirements.

After application has been submitted for review and approval:

• Notice of pre-approval within 30 days of submission.

Step 2: After pre-approval of application:

- Purchase approved number of eligible EV charging station(s); and
- Complete installation of charging station and conduit.

Step 3: Submit final documentation no later than four months after your pre-approval date, or by March 31, 2020, whichever comes first. Customers that finish applications after March 31, 2020 will be placed on waitlists and will receive rebates pending additional funding becoming available.

Documentation required:

- A complete copy of the paid itemized receipt for the purchase of an eligible electric vehicle charging station (receipt/invoice must include Canadian dealer/website/retailer name, address and phone number, purchase date and price, product make and model);
- The paid invoice or itemized receipt for all required labour and construction undertaken by a licensed electrical contractor; and
- Paid invoices or itemized receipt for any other eligible costs accrued.

After application has been submitted for final review and approval:

- Issuing of incentive payment within 90 days, if reviewed and accepted; and
- Applicant agrees to participate in follow up interviews and/or surveys conducted by or on behalf of BC Hydro, FortisBC or the Province if selected to do so.

If the Province changes or terminates the Program, a completed eligible application form received prior to a change or the termination of the Program will be administered in accordance with the Program as it existed on the date of the application.

4. Workplace Charging Incentives

Description

After charging at home, the workplace is the most important secondary charge point for EV drivers. However, workplaces can face barriers to deploying EV charging due to the technical requirements and associated costs. The Workplace Incentive is intended to help address the financial burden for workplaces to support increased EV adoption. In this program stream, applicants submit an initial application to reserve an incentive, and then only receive the reimbursement incentive once all work is completed and paid for, and final application requirements are met.

Providing workplace EV charging creates access to EV charging for employees who do not have home charging, demonstrates the employer's leadership and commitment to employees and customers, supports employer goals for improving employee commuting practices and reducing carbon emissions.

a) Eligible Applicants

This Program is open to B.C. residents, B.C. registered companies, building owners, managers, or other building representatives (such as strata councils) who reside or have oversight of an eligible workplace or building. The workplace property may be owned or leased.

To be considered eligible under this Program, a workplace must:

- Be located in B.C.;
- Have a minimum of 5 employees that work primarily based on the premises;
- Be constructed no later than August 31, 2019; this incentive is intended for retrofit solutions only, new builds are ineligible; and
- Have dedicated parking for employees: the incentivized charging stations must available for employee use.

b) Eligible Costs

The Program will reimburse purchase and installation costs of eligible, new, Level 2 charging equipment up to 50% of costs, up to a maximum of \$14,000 after preapproval. The maximum reimbursement per station is \$2,000 per level 2 station. Organizations can have separate applications for different sites but can only receive incentives for a maximum of four sites.

Eligible costs include:

- Purchase of the charging station;
- Labour and construction costs for the installation of the charging station, and

associated conduit by a licensed electrical contractor;

- Site assessments of the building's requirements and costs to install EV charging infrastructure. A site assessment to include:
 - Analysis of electrical capacity
 - Reviewing panel capacity
 - Review physical electrical set up in building and identifying points of interconnection;
- Identification of potential design options for up to 100% electrification;
- Electrical and other related permits;
- Parking and electrical design to accommodate the charging stations and conduit; and
- EV parking signage.

Reimbursement of eligible costs will not be issued if work is incomplete. All Program requirements must be shown to be fulfilled before the payment will be issued. To avoid disappointment, if you are unsure about a requirement, please contact BC Hydro or FortisBC before completing the work.

If the Provincial incentive is combined with any other incentive, the Provincial incentive will be capped so that the total incentives do not exceed total costs of the purchase and installation of the charging station. The applicant must repay the difference if post-receipt it is found the applicant received incentives in the amount higher than total costs.

Ineligible Costs include, but are not limited to:

- Installation of non-EV charging infrastructure;
- Administration such as communication between property management and residents, copy or documentation fees;
- Painting of parking area;
- Monthly or annual subscription fees associated with the charging station;
- Taxes paid on charging station, labour, etc; and
- Charging infrastructure already required under regulation, building codes, or other programs.

c) EV Charging Equipment Requirements

- Be purchased in B.C.;
- Be approved for sale and use in Canada (cUL, cETL, CSA certification);
- Be Level 2 (208 or 240 Volt) station, and feature a SAE J1772 standard plug head;
- Be purchased, not leased;
- Be a permanent installation;
- Be networked. A networked level 2 charger must be connected to a central

system via standard internet protocol. The communication to the central system can be either an open protocol (such as OCPP, OpenADR, or other) or a proprietary system; and

• Be installed by a licensed electrical contractor.

A list of pre-approved Level 2 EV charging equipment models will be provided on the Program website and maintained by BC Hydro and FortisBC. This List will be continually updated and maintained but will not be exhaustive. If an applicant purchases a station not on the list, it will be eligible as long as the station meets the criteria outlined in each program area section below. Charging equipment manufacturers and/or suppliers may request that their stations be included on the list by contacting [BC Hydro email].

To be eligible, applicants must agree to a potential site visit to verify program requirements have been completed.

Once pre-approved for an incentive, applicants must purchase and install eligible EV charging equipment, and complete application within four months or by March 31, 2020, whichever comes first. Only costs incurred after application approval, and before deadline to install, will be considered eligible. Customers that complete applications after March 31, 2020 will be placed on waitlists and will receive rebates pending additional funding becoming available.

a) Eligible Electricians

For the any costs to be reimbursable, the charging station installation must be conducted by a licensed certified electrical contractor. It is recommended that the charging stations be installed by electricians who have completed the Electric Vehicle Infrastructure Training Program (EVITP).

d) Application Process

To apply for this Program, there is a 3-step process. The applicant must complete the Program Application in full and attach any required supporting documentation. Incomplete applications will not be approved or used to reserve funds; applicants will be asked to submit again.

Step 1: Submit your application for review and pre-approval Documentation required:

- Proof of B.C. business license, non-profit status, and/or strata status in B.C. as is applicable;
- Proof that the applicant has the authority to install charging stations at the workplace. If the workplace is a leased location, written permission from property management or owner of the building is required;
- A quote for the work to be completed is required in order to apply. This quote

must be from a licensed electrician or electrical contractor, must be line itemized and cover all program eligible criteria;

- Contractor Form; and
- A quote for the work to be completed. This quote must be from a licensed electrician or electrical contractor, be line itemized and cover all program eligibility requirements.

After application has been submitted for review and approval:

• Notice of pre-approval within 30 days of submission.

Step 2: After pre-approval of application:

- Purchase approved number of eligible EV charging station(s); and
- Complete installation of charging station and conduit.

Step 3: Submit final documentation no later than four months after your pre-approval date or by March 31, 2020, whichever comes first. Customers that submit applications after March 31, 2020 will be placed on waitlists and will receive rebates pending additional funding becoming available:

Documentation required:

- A complete copy of the paid itemized receipt for the purchase of an eligible electric vehicle charging station (receipt/invoice must include Canadian dealer/website/retailer name, address and phone number, purchase date and price, product make and model);
- The paid invoice or itemized receipt for all required labour and construction undertaken by a licensed electrical contractor; and
- Paid invoices or itemized receipt for any other eligible costs accrued.

After application has been submitted for final review and approval:

- Issuing of incentive payment within 90 days, if reviewed and accepted; and
- Applicant agrees to participate in follow up interviews and/or surveys conducted by or on behalf of BC Hydro, FortisBC or the Province if selected to do so.

If the Province changes or terminates the Program, a completed eligible application form received prior to a change or the termination of the Program will be administered in accordance with the Program as it existed on the date of the application.

5. EV Charging Station Advisor for MURBs and Workplaces

Description

To support the uptake of electric vehicles in British Columbia, the Program will offer an EV Charging Advisor to MURBs and workplaces. The EV Charging Advisor will provide expert support at no cost, in the form of consultation, education, advice, and installation support for EV charging equipment. This suite of services is designed to guide and support MURB and workplace participants through the steps required for approval of charging equipment installations by property managers, building owners, and strata councils. The primary goal of the EV Charging Advisor is to provide knowledge on EV technology and reduce the institutional and technical challenges associated with MURB and workplace charging.

The EV Charging Advisor services will be provided by Fraser Basin Council in coordination with BC Hydro and FortisBC. Customers will access the EV Charging Advisor through inquires via the Program websites of BC Hydro and FortisBC. The EV Charging Advisor services will include the following:

a) Consultation and Installation Support

Those interested in installing workplace or MURB EV charging can contact an EV Charging Advisor for an initial consultation. During the consultation the Advisor will collect information on the building and site layout, parking space allocation and ownership situation, charging wants and needs, amount of interest, etc. The Advisor will help the interested party to initiate the process of having EV charging equipment installed at their facility and answer any questions they may have. The Advisor will make efforts to make site visits to MURBs that request so, including those outside the lower mainland.

MURBs or workplaces that decide to continue with the implementation of EV charging equipment will have access to support throughout the phases of installation project, including:

- Support with applying for hardware incentives;
- Assistance, if necessary, with obtaining quotes from certified contractors and determining project and EV charging equipment specifications; and
- Guidance in conversations with landlords.
- b) Education and Outreach

The EV Charging Advisor will be able to provide interested parties with onsite education events. These events will allow for employers, staff, residents etc. to ask any questions or address any concerns they may have and to learn more about EV charging. It will also allow for the Advisor to provide key decision makers with expert advice and direction in choosing charging equipment based on current and future needs.

Eligible events could include:

- Lobby events;
- Lunch & Learns;
- Presentations or webinars at Annual General Meetings (AGMs) and/or Special General Meetings (SGMs) for Strata Councils; and
- Presentations or webinars for management and decision makers at workplaces.

c) Services out-of-scope

Site inspections: Applicants are responsible for obtaining a quote and site inspection from a certified electrician.

Single-family homes: While not having access to the EV Charging Advisor, SFH applicants will have access to online, telephone and email resources to help them make charging equipment decisions appropriate for their needs. These resources will include: a list of available hardware eligible for incentives, recommended certified electricians, a regularly updated list of Frequently Asked Questions, and other supporting materials.

d) Eligible Applicants

The EV Charging Advisor is open to B.C. residents, B.C.-registered companies, building owners, managers, or other building representatives (such as strata councils) who reside or have oversight of an eligible MURB or workplace.

To be considered eligible under this Program, a MURB must:

- Be located in B.C.;
- Be constructed no later than August 31, 2019; this incentive is intended for retrofit solutions only, new construction is ineligible.
- Contain 3 or more self-contained dwelling units. Eligible MURBs may be multiple resident buildings or mixed-use buildings;
- Be in the form of condominiums, rental apartments, town houses, or housing coops; and
- Have dedicated parking for residents, the incentivized charging stations must be accessible to the use of existing or future residents of the MURB.

e) Eligible Costs

EV charging solutions services are provided free of charge to eligible participants, up to a maximum of five hours of total EV Advisor time. For services totaling more than five hours, additional EV Advisor services can be provided at rates defined by the Program.

f) Requesting an EV Charging Station Advisor

To request the assistance of an EV Charging Station Advisor please email info@pluginbc.ca and the EV Charging Advisor will follow up with you.

If the Province changes or terminates the Program, a completed eligible application form received prior to a change or the termination of the Program will be administered in accordance with the Program as it existed on the date of the application.