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Pollution Probe Zero-Emission Vehicle Infrastructure Support Program:

Applicant Guide

1 Program Background, Eligibility and Application Process

1.1 Description and Objective of the Program

The purpose of this program is to accelerate the transition to zero-emission transportation in Canada by providing funding to eligible applicants to support the purchase and installation of electric vehicle (EV) charging infrastructure. The limited availability of publicly accessible charging infrastructure is frequently cited as one of the primary barriers to EV adoption and use.

Through this program, Pollution Probe will serve as a third-party delivery organization and will distribute funding on behalf of Natural Resources Canada's Zero-Emission Vehicle Infrastructure Program (ZEVIP) to successful applicants. Pollution Probe is aligning efforts on this project with FLO, a leading Canadian solutions provider for EV charging stations and network operations. As a result, all stations installed through the program must be sourced from FLO.

Established in 1969, Pollution Probe is one of Canada's oldest environmental NGOs. Low-carbon transportation is one of Pollution Probe's areas of focus, and it has extensive experience working to develop and deploy solutions to accelerate EV adoption in Canada. For more information, please visit www.pollutionprobe.org.

This program is seeking applications from prospective "Ultimate Recipients" to distribute funding to deliver EV charging infrastructure projects in public places, on-street, in multi-unit residential buildings (MURBs), at workplaces, or for light-duty vehicle fleets. These eligible locations are defined in Section 1.2, below.

1.2 Eligible Locations for Charging Station Installations

Public Places: Public places are defined as parking areas intended for public use. Parking areas can be privately or publicly owned and operated. Examples of public places include, but are not limited to service stations, retail, restaurants, arenas, libraries, medical offices, parks, and rides, etc.

On-Street: On-street charging is considered curbside charging infrastructure for public use and is managed by local governments.

Workplaces: A workplace is defined as a location where employees perform duties related to a job. Charging infrastructure must be primarily used by the employees. Charging infrastructure installations at a private residences, even if a business is registered at the same address, are not included in this category.

Light-Duty Vehicle Fleets: A light-duty vehicle is considered to have a gross vehicle weight rating (GVWR) of less than or equal to 3,856 kg. Light-duty fleet vehicles are owned or leased by an organization and used in support of organizational or business operations and activities. Light-duty vehicle fleets are composed of



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multiple vehicles and are managed by common ownership. Examples of light-duty vehicle fleets include a fleet of taxis, car rentals, municipal vehicles, car sharing, etc.

Multi-Unit Residential Building (MURB): MURB charging is defined as infrastructure in parking spaces where people live. For the purposes of this program, to be designated as a MURB the building must include a minimum of 3 dwelling units.

1.3 Definitions

The following provides definitions for key terms and expressions used throughout this document, the program's Application Form, and in Funding Agreements.

Charging Connector is the plug on the power cord that connects the supply device to the charging outlets on the electric vehicle.

Charging Station is the device used to provide electricity to an electric vehicle for the purpose of charging the vehicle's onboard battery.

Connected EV Chargers are defined as having the ability to communicate to other stations and/or to a server or the cloud through cellular/wireless signal or connected vehicle communications using software to report on usage and/or other capabilities such as providing real-time status of charging stations.

Ultimate Recipients are those organizations that receive a component of the Pollution Probe program funding to undertake activities as described in Section 1.8 Eligible Projects. The Ultimate Recipients will be selected by Pollution Probe based on their ability to meet the mandatory and merit criteria specified in this Guide, and on a first-come, first-serve basis until program funding for each eligible fiscal year (Nov 2021 – Mar 2022, and Apr 2022 – Mar 2023) has been exhausted.

1.4 Roles and Responsibilities

Pollution Probe

Pollution Probe is the Delivery Organization responsible for the delivery of program funding and has independence in selecting Ultimate Recipients. It will not be acting as an agent of the government in the redistribution of program funding.

Ultimate Recipients

Ultimate Recipients apply for funding through Pollution Probe to receive a portion of available funding. The accountability, roles, and responsibilities of an Ultimate Recipient will be established through a Funding Agreement between Pollution Probe and each Ultimate Recipient.



1.5 Eligible Recipients

The eligible recipients under this program (Ultimate Recipients) are:

Legal entities validly incorporated or registered in Canada, including not-for-profit and for-profit organizations such as:

- Electricity or gas utilities
- Companies
- Condominium corporations
- Industry associations
- Research associations
- Standards organizations
- Indigenous and community groups
- Academic institutions
- Provincial, territorial, regional or municipal governments or their departments or agencies

1.6 Maximum Funding Amounts

The distribution of funds to Ultimate Recipients by Pollution Probe will be limited to less than \$100,000 per eligible project site. Multiple applications may be submitted by a prospective Ultimate Recipient if funding in excess of this amount is sought, as long as the per-site limit is not exceeded.

The program will pay up to 50% of total project costs, up to maximum amounts as shown in the following table:

Table 1: Maximum Funding by Technology Type

Type of Charger	Technology Requirement	Maximum Funding
Level 2 (208 / 240 V) connectors 3.3 kW to 19.2 kW	Any EV charger is commercially available and CSA, ULC, UL or Interlink 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 50% of total project costs, to a maximum of \$5,000 per connector*
Fast charger 20 kW to 49 kW	Any EV fast charger is commercially available and CSA, ULC, UL or Interlink certified for use in Canada. The fast charger must have at least one (1) charger connector that is CHAdeMO	Up to 50% of total project costs, to a maximum of \$15,000 per fast charger



	compliant and one (1) charger connector that is SAE Combo or be a proprietary** connector type rated for a minimum of 20 kW power output.	
Fast charger 50 kW and above	Any EV fast charger is commercially available and CSA, ULC, UL or Interlink certified for use in Canada. The fast charger must have at least one (1) charger connector that is CHAdeMO compliant and one (1) charger connector that is SAE J1772 Combo (CCS) or be a proprietary** connector type rated for a minimum of 50 kW power output.	Up to 50% of total project costs, to a maximum of \$50,000 per fast charger

* For level 2 charging stations: In order to consider the 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, J1772 Combo and CHAdeMO) of the same category (i.e., Level 2 or fast charger).

1.7 Stacking of Assistance

All Ultimate Recipients are required to disclose all confirmed and potential sources of funding, inclusive of all federal, provincial, territorial or municipal governments (total government assistance) and other sources that are expected to be received. This information can be reported at any time during the project.

Total funding from all government sources cannot exceed 75% of the total project costs unless the Ultimate Recipient is a provincial, territorial or municipal government or their departments or agencies, in which case the stacking limit is 100% of total project costs.

If the proposed total assistance exceeds the limits set out above, Pollution Probe reserves the right to reduce its contribution to the project until the stacking assistance limit is met. If total assistance exceeds the limits set out above on the project completion date, Pollution Probe reserves the right to recover the excess contribution from the recipient.

Note: The government assistance referred to in these stacking limits does not include loans from governments or Crown agencies. For example, loans to the project from governments or Crown agencies are not included in this calculation; however, if a preferential interest rate were obtained through government loans, the cost savings due to the preferential rate would be included. Clarifications will be provided on a case-by-case basis.

1.8 Eligible Projects and Technologies



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In order to be considered for funding, projects deployed by Ultimate Recipients must meet the following requirements:

- Be an eligible technology as described in Table 1 of this Guide.
- Be located in Canada.
- Be a permanent installation (mounted or fixed models).
- Be new and purchased equipment (not leased).
- Be for a new installation or expansion of an existing installation (not for the replacement of an existing installation).
- Be a connected EV charger as defined in Section 1.3 of this Guide.
- Include only charging stations that have been sourced from FLO.
- A sticker from Pollution Probe and Natural Resources Canada will be affixed to the front of each charging station (stickers to be provided by Pollution Probe).
- Increase localized charging opportunities in public places, on-street, in multi-unit residential buildings, at workplaces, or for light-duty vehicle fleets, as defined in Section 1.2 of this Guide.
- The work performed must be in compliance with all applicable local codes (for example, building and electrical) and bylaws (for example, zoning and parking).
- Charging infrastructure targeting general public use must be installed in a parking space clearly identified for the purpose of charging electric vehicles.
- Each Ultimate Recipient must submit the following documents to Pollution Probe when making a claim for reimbursement:
 - Purchase orders and paid invoices for all capital expenses claimed
 - Paid invoices from all related professional services providers (e.g., electrical contractors, construction companies, electrical utilities, etc.) clearly indicating the site, date, parties, and services provided
 - Photographs of project sites both before project initiation and after completion
 - Proof of station commissioning (to be provided by FLO)
 - If claiming staff salaries and benefits, employee timesheets detailing the activities, number of hours, rate per hour and total amount for each task outlined in the Funding Agreement for each employee, and be certified by the Chief Financial Officer or Duly Authorized Officer
 - If claiming a portion of taxes paid, proof of registration as a non-profit organization from CRA must be provided.
- The project timeline must show completion by March 31, 2022 (for Program Year 1 applications) or by March 31, 2023 (for Program Year 2 applications). Only activities undertaken following the signing of a Funding Agreement between Pollution Probe and successful Ultimate Recipients will be eligible for reimbursement.
- Program Year 1 will begin in November, 2021 and end on March 31, 2022. Program Year 2 will begin on April 1, 2022 and end on March 31, 2023. **If eligible charging stations are not operational**



by the end dates of the applicable Program Year, no costs incurred will be reimbursed to Ultimate Recipients.

1.9 Eligible Expenditures

Eligible expenditures for an approved project from an Ultimate Recipient must be directly related to the installation of EV chargers and can include:

- Salary and benefits;
- Professional services (e.g., scientific, technical, management; contracting; engineering; construction; distribution; installation, testing and commissioning of equipment);
- Capital expenses, including informatics and other equipment or infrastructure;
- Rental fees or leasing costs;
- License fees and permits;
- Costs associated with Environmental Assessments; and
- GST, PST, and HST net of any tax rebate or input tax credits to which the recipient is entitled.

These expenditure categories are defined in Section 3 of this guide.

Costs not considered eligible expenditures under this Program include:

- In-kind;
- Land costs;
- Legal costs;
- Ongoing operating costs (e.g., electricity consumption, operation, maintenance, networking fees, subscription fees, etc.), and;
- Costs incurred outside the eligible expenditure period, including those for preparing an application.

1.10 Reimbursement of Eligible Expenditures

Ultimate Recipients will be reimbursed for eligible expenditures through a one-time, lump-sum payment following the completion of projects (once all stations are operational). This payment will be issued approximately 3-6 months following project completion and receipt of all documents required when making a claim for reimbursement.

Final claims for reimbursement must be accompanied by proper documentation supporting all expenditures captured in the total project costs. A final project accounting with actual expenditures must also be provided with claims for reimbursement, along with an invoice for the total reimbursement amount to Pollution Probe (invoices must not include any sales tax). The final accounting and invoice must be accompanied by the following documents:

- Purchase orders and paid invoices for all capital expenses claimed.



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- Paid invoices from all related professional services providers (e.g., electrical contractors, construction companies, electrical utilities, etc.) clearly indicating the site, date, parties, and services provided.
- Photographs of project sites both before project initiation and after completion.
- Proof of station commissioning (to be provided by FLO).
- If claiming staff salaries and benefits, timesheets detailing the activities, number of hours, rate per hour and total amount for each task outlined in the Funding Agreement for each employee must be provided, and be certified by the Chief Financial Officer or Duly Authorized Officer.
- If claiming a portion of taxes paid, proof of registration as a non-profit organization from CRA must be provided.

1.11 How to Apply

A complete application package consists of:

1. Signed copy of Applicant Guide (PDF)
2. Completed and signed Application Form (PDF)
3. Completed Application Budget and Timeline (MS Excel or compatible spreadsheet)

Digital signatures are acceptable. Pollution Probe will review all submitted applications as expediently as possible. Applications will be reviewed to ensure that all Mandatory Criteria, as outlined in Section 2.2 of this Applicant Guide, are met. Project funding will be awarded on a first-come, first-serve basis for successful applicants for Project Years 1 and 2.

Successful applicants will be issued a Funding Agreement for review and signature. Once a Funding Agreement has been signed by both parties, project work can begin. Any work that takes place prior to Funding Agreement signing will be ineligible for reimbursement.

1.12 Submission of Proposals

Applicants can submit questions about the funding program, as well as completed application packages to:

Derek May, Senior Project Manager, Pollution Probe

dmay@pollutionprobe.org

Please note the maximum size of e-mail attachments to Pollution Probe is 15 MB. If the application exceeds that maximum, the applicant may forward its submission in a series of e-mails with the same subject line.

Pollution Probe is not responsible for the security of the application during e-mail transmission. It is the applicant's responsibility to retain the proof of the time that the application package was sent to Pollution Probe.



2 Project Selection Criteria

2.1 Application Assessment

Each project application will be reviewed for completeness and assessed against the mandatory criteria as per Section 2.2. Applications that do not meet all of the mandatory criteria will not be given further consideration.

Unsuccessful project proposals will receive a notice of regret, and successful project proposals will receive a notice of approval and a Funding Agreement for review and signature.

2.2 Mandatory Criteria

The following criteria will be used by Pollution Probe to assess applications and select Ultimate Recipients.

The applications must:

- Be submitted by an eligible recipient as per Section 1.5 of this guide.
- Adhere to total government funding stacking limits as per Section 1.7 of this guide.
- Confirm that projects will meet all of the project and technology eligibility criteria as per Section 1.8 of this guide.
- Consist of a complete application package as per Section 1.11 of this guide.

3 Eligible Expenditure Category Definitions

3.1 Salaries

Salaries include wages for all personnel with direct involvement in the project, such as engineers, construction staff, and technical advisers. All eligible personnel must be employees on the proponent's payroll. Payments such as shares, stock, stock options, etc., are not eligible. The amount invoiced shall be actual gross pay for the work performed and shall include no markup for profit, selling, administration or financing.

The eligible payroll cost is the employee's gross pay (normal periodic remuneration before deductions). Normal periodic remuneration rates are the regular pay rates for the period, excluding premiums paid for overtime or shift work. The payroll rate does not include any reimbursement or benefit conferred in lieu of salaries or wages. When hourly rates are being charged for salaried personnel, the hourly rates shall be the periodic remuneration (annual, monthly, weekly, etc.) divided by the total paid hours in the period, including holidays, vacation, and paid sick days.

Labour claims must be supported by suitable documentation such as timesheets and records and be held for verification at the time of audit. Management personnel is required to maintain appropriate records of the time devoted to the project.



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3.2 Benefits

Benefits are defined as a reasonable prorated share of expenses associated with the direct labour cost, such as the employer's portion of the Canada Pension Plan, Quebec Pension Plan and employment insurance, employee benefits such as health plan and insurance, workers' compensation, sick leave, and vacation, plus any other employer-paid payroll-related expenses. Those items with no relationship to the project or that have been charged on an indirect basis are non-eligible.

3.3 Professional Services

Professional services are defined as costs for the purchase of additional support required for the completion of the project. Those costs can cover the following types of services: scientific, technical, management; contracting; engineering; construction; distribution; and installation, testing and commissioning of equipment. The amount eligible from a sub-contractor, a consultant or service provider shall be the actual contract amount, and a copy of the contract must be kept on file.

3.4 Capital Expenses

Capital expenses are defined as an expenditure that results in an enduring benefit, as required by the project. They can include but are not limited to the purchase of charging equipment, costs associated with site preparation and networking equipment; however, land is not considered an eligible expenditure under this Program. The retrofitting or upgrading of existing capital assets is included under this heading.

3.5 GST, PST, and HST

Any taxes claimed must always be net of any tax rebate or input tax credits to which the proponent is entitled.

4 Contact Information

Applicants are to submit any questions or comments about this program, as well as their completed application package by email to:

Derek May, Senior Project Manager, Pollution Probe

dmay@pollutionprobe.org



Applicant’s Attestations

By submitting this application, 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 Funding 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.
- 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 Pollution Probe to make a financial contribution to the project until a written funding agreement is signed by both parties, the project is completed in adherence with all mandatory criteria in this guide, and, furthermore, that any costs or expenses incurred or paid by the applicant prior to the execution of a written funding agreement by both parties are the sole responsibility of the applicant, and no liability exists on the part of Pollution Probe.
- It understands and acknowledges that Pollution Probe officials will not entertain any request by project applicants to review or revisit Pollution Probe's project approval decisions.
- It understands and acknowledges that Pollution Probe reserves the right to alter or cancel the currently envisaged process at its sole discretion.

The individual signing below attests that he/she has the authority to sign a legally binding funding agreement between Pollution Probe and the project applicant.

Name of Duly Authorized Officer:

Name:	
Title and Organization:	

Signature:

Date: