

NORTHWEST TERRITORIES
ELECTRIC VEHICLE INFRASTRUCTURE
PROGRAM (EVIP)

APPLICATION GUIDE

Government of the Northwest Territories (GNWT)

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1. INTRODUCTION

The Northwest Territories Electric Vehicle Infrastructure Program (NWT EVIP or Program) is an application-based grant program designed to support installing new electric vehicle (EV) charging infrastructure in the NWT in public places, on-street, at multi-unit residential buildings, workplaces, as well as other locations in support of charging light duty electric vehicles. Applications to install charging infrastructure in residential buildings of less than four units are not currently eligible for this program.

The Program uses a continuous intake approach, and applications can be submitted year-round. Funding will be provided on a first come, first serve basis until December 1st, 2023, or until funds run out. All projects must plan to be completed by March 31st, 2024, to be considered for this program.

The NWT EVIP is limited to legal entities validly incorporated or registered in Canada, including not-for-profit and for-profit organizations installing EV infrastructure in Canada such as businesses and industries, electricity or gas utilities, academic and research institutions, community and Indigenous governments and organizations, GNWT departments, agencies, and Crown corporations as well as related organizations.

Funding and resources for this program have been provided by the GNWT in support of the 2030 Energy Strategy, and by the federal Department of Natural Resources under the Zero Emission Vehicle Infrastructure Program (ZEVIP).

2. HOW TO APPLY

Review the NWT EVIP Application Guide (this document). It is important that organizations considering applying for the Program read and understand this Guide that outlines the eligibility requirements in terms of applicants, types of charging infrastructure, as well as eligible and ineligible expenditures. This Guide also sets out cost sharing and maximum funding amounts as well as what to expect as part of the application process. Further, this Guide also includes information about how project applications are assessed and what Fund Recipients can expect should a project be approved for funding in terms of the claims process and audit requirements. This Guide concludes with information about how information collected by the GNWT may be used.

After this Guide has been reviewed, an eligible applicant can submit an application for funding for an EV infrastructure project as set out below.

There are two ways to apply, depending on the type of project you are requesting funding for:

Simplified Application: To apply for funding for up to two Level 2 Connectors (3.3 kW to 19.2 kW):

- Complete the NWT EVIP Application Form.
 - Submit the completed Application Form along with all required supporting documents (as applicable).
- An applicant checklist for the Simplified Application is included in Appendix A.

Detailed Application: To apply for funding for three or more Level 2 Connectors (3.3 kW to 19.2 kW) or for one or more Level 3 Fast Charger(s) (20 kW and above):

- Complete the NWT EVIP Application Form.
 - Complete the Detailed Application Process Proposal Form.
 - Submit the completed application form and the Proposal Form along with all required supporting documents.
- An applicant checklist for the Detailed Application is included in Appendix B.

Applications may be submitted by email to **NWTEVIP@gov.nt.ca**

Applications may also be mailed to:
NWT EVIP Coordinator, Energy Division
Department of Infrastructure, Government of the Northwest Territories
P.O. Box 1320, Yellowknife, NT X1A 2L9

As part of the Simplified Application, you will be only required to complete the **NWT EVIP Application Form** including the following information:

1. Applicant Information	<p>You will need to provide:</p> <ul style="list-style-type: none"> Your name as an applicant (or organization), as well as your address and mailing address. The name of a contact person, including their phone number and email address.
2. EV Charging Infrastructure Type	<p>Indicate the type of charger you are proposing to install. Please refer to Section 4 (Eligible Project Requirements) and Section 5 (Eligible Charging Infrastructure) of this guide.</p>
3. Project Information	<p>You will need to provide:</p> <ul style="list-style-type: none"> A name for the project. A brief description of the proposed chargers you are requesting funding for. The quantity of chargers to be installed, the make and model as well as the connector type. The location type of the proposed chargers as well as their address. The location type can be one of the following: a public place, on-street, as part of a multi-family building (where there are more than four units), workplace or in support of charging commercial and public fleets. A tentative start and completion date of the project.
4. Funding Information	<p>You will need to indicate:</p> <ul style="list-style-type: none"> The Estimated Total Eligible Project Cost. The Contribution Amount Requested, as well as your contribution to the project as an applicant, and Other sources of funding and amount, if any.
5. Application Checklist	<p>You will need to review the application checklist and check the boxes that are relevant to your application.</p>
6. Privacy and Consent	<p>Review and sign the privacy and consent section of the NWT EVIP Application Form.</p>
7. Declaration	<p>Review and sign the declaration section of the NWT EVIP Application Form.</p>

As part of the Detailed Application, you will be required to complete the **NWT EVIP Application Form** and the **Proposal Form** including the following information:

1. Name of the Project	<p>This name is how the GNWT will identify the project and how it will be named in public announcements, should it be approved.</p>
2. Confirmation of Recipient Eligibility	<p>An applicant should confirm that your organization is a legal entity validly incorporated or registered in Canada and meets the eligibility criteria. Eligible applicants are set out in Section 3 (Eligible Applicants) of this Guide.</p>
3. Short Description of the Project	<p>Provide a concise description of the project. These sentences will be useful to the GNWT in referring to the project in public announcements, should it be approved.</p>
4. Detailed Overview of Project	<p>Complete sub-sections 4.1 to 4.6 of the Proposal Form as described below.</p>
4.1 Why This Location?	<p>Explain why this location was selected for the project. For example, are there individuals in the area that drive an EV, as part of a car share, or a co-op? Is the proposed location close to amenities such as full-time Wi-Fi, or near areas where there is shopping, a library or a community centre? Is the location close to a highway or a main road of the community? What are the expected benefits of developing the charging station(s) at this location?</p>

4.2 Expected Usage of Charging Station	Provide an estimate of the annual hourly usage of the charging station(s), as well as details on how such an estimate was determined. For example, an estimate might consider the number of Electric Vehicles (EV) using the station in a given period of time, as well as the number of kilometres that might be travelled by these EVs.
4.3 Data Collection	Explain how the charging station(s) will be connected. In this context, connected means that the charging station(s) will have the ability to communicate to other chargers and/or to a server or the cloud through a cellular/wireless signal or connected communications using software.
4.4 Maintenance Plan	Outline the strategy for maintaining a high level of service and availability of the charging station(s). Please indicate who will be providing planned and unplanned maintenance services.
4.5 Electrical Service Connection	Indicate whether you have confirmed with the local distribution authority the availability of electricity supply, as needed to the project site.
4.6 Permits and Authorizations	Provide an indication of all permits and authorizations that may be required to complete and operate the project, as well as the level of government requiring the permit, and the current status of each permit. If a permit has not been obtained, please indicate the date that you as an applicant expect to receive it. Please refer to Section 8 (Permits and Authorizations) of this guide for more information on filling out this part of the form.
5. Total Project Costs and Quotes	Provide an estimate of the total cost of your project. This cost estimate should be supported by additional information, such as quotes provided by vendors. The project cost could be summarized in terms of categories, such as costs that are related to management and professional services, materials and supplies, equipment and capital assets, for example. Please refer to Section 6 (Total Amount of funding available) and Section 7 (Eligible and Ineligible Expenditures) of this guide.
6. Funding Sources and Documentation	An applicant must disclose all confirmed and potential sources of funding for the project. Should these sources of funding be confirmed, an applicant must also demonstrate confirmation of such funding by providing a letter or resolution from the leadership of their organization.
7. Project Timeline and Milestones	Provide a schedule highlighting the milestones and the targeted completion dates for the project. It is especially important to highlight the expected start and end date of the project. If the project is multi-year, provide a yearly budget plan.
8. Project Team and Qualifications	Summarize the main team members for the implementation of the project, in terms of name, organization, and role of each member in carrying out the project. Applicants may also want to provide a brief overview of their organization, and their capabilities demonstrating their financial capacity to deliver the project. Information provided may be regarding the experience or the organization delivering projects of comparable scope (or larger).
9. Supporting Documents	Provide a list of supporting documents that are necessary as part of the application for funding, or that would add value to the application. Examples include a feasibility study or letters of support from local community groups in favour of the project. Please provide the documents separately as part of your application.
10. Final Comments or Other Relevant Information	This section may be used by applicants to include any further information they think may help improve the success of their application.

3. ELIGIBLE APPLICANTS

The NWT EVIP is limited to legal entities validly incorporated or registered in Canada, including not-for-profit and for-profit organizations installing EV infrastructure in Canada such as:

- Businesses and industries
- Electricity or gas utilities
- Academic and research institutions
- For-profit and not-for-profit organizations
- Community and Indigenous governments and organizations
- GNWT departments, agencies, and Crown corporations as well as related organizations

Federal organizations, such as federal departments, federal Crown corporations or federal agencies cannot be recipients of funding under the Program.

4. ELIGIBLE PROJECT REQUIREMENTS

Each eligible EV infrastructure project must meet these program requirements:

- Be a permanent installation of 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).
- The work performed must be in compliance with all applicable local codes and bylaws.
- Charging infrastructure targeting public use must be installed in a parking space clearly identified for the purpose of charging electric vehicles.
- Charging infrastructure must have the ability to communicate remotely to report on usage and/or other capabilities such as providing real-time status of charging stations.
- Chargers will be commercially available and certified for use in Canada (for example, CSA, ULC, UL Interlink).
- Level 2 chargers will have a SAE J1772 standard plug head or be a proprietary connector type.
- Direct Current Fast Chargers must include one or more of the following charging connector types: CHAdeMO, SAE J1772 Combo (CCS) or be a proprietary connector type.

5. ELIGIBLE CHARGING INFRASTRUCTURE

All applicants can access up to 50% of the total eligible expenditures of the project up to the maximum amounts as set out in the table below.

	Eligible Infrastructure Type	Funding Available
Simplified Application	Level 2 connectors (3.3 kW to 19.2 kW)	Up to 50% of total eligible expenditures of the project, to a maximum of \$5,000 per connector
Detailed Application	Fast charger (20 kW to 49 kW)	Up to 50% of total eligible expenditures of the project to a maximum of \$15,000 per fast charger
	Fast charger (50 kW to 99 kW)	Up to 50% of total eligible expenditures of the project, to a maximum of \$50,000 per fast charger
	Fast charger (100 kW and above)	Up to 50% of total eligible expenditures of the project, to a maximum of \$75,000 per fast charger

There is no maximum grant request per applicant, and a single applicant may seek the entire allocation. However, there may be other competitive applicants requesting funding and the GNWT may choose to support multiple projects instead of just one.

6. TOTAL AMOUNT OF FUNDING AVAILABLE

A total amount of \$360,000 is available over two fiscal years starting in 2022-2023 as set out below:

Fiscal Years	Total Available Fund
2022-2023; 2023-2024	\$360,000

7. ELIGIBLE AND INELIGIBLE EXPENDITURES

Total costs are the sum of eligible and ineligible project expenditures. Only eligible expenditures can be reimbursed by the GNWT under the Program. Eligible expenditures are costs that are directly attributable to the project and include:

- Salary and benefits;
- Professional services including: scientific, technical, management, contracting, engineering, construction, installation, testing and commissioning of equipment, training, marketing;
- Capital expenses including charging equipment and infrastructure, informatics and other equipment or infrastructure;
- Rental fees or leasing costs for construction-related equipment;
- License fees and permit costs;
- Costs associated with environmental assessments;
- GST, PST net of any tax rebate to which the applicant is entitled.

Costs not considered as eligible expenditures under this Program include:

- In-kind contributions;
- Land costs;
- Legal costs;
- Operations and maintenance costs;
- Costs incurred outside the eligible expenditure period, as defined in the approval letter.

8. PERMITS AND AUTHORIZATIONS

It is expected that project proponents will diligently obtain all necessary permits and authorizations to complete and operate their project. The GNWT reserves the right to request a copy of all required permits and authorizations in respect of a project.

9. APPLICATION REVIEW AND PROJECT SELECTION

The GNWT commits to process applications in a timely fashion and to provide support to ensure application requirements are clear to applicants. After submitting their application, an applicant can expect the following:

- Once a signed application is submitted with required documentation, the GNWT will acknowledge receipt of the application.
- The GNWT will assess the application for completeness as well as eligibility, assuming sufficient information is available to make that assessment. Additional supporting documents may be requested to make an accurate initial assessment of the proposal.
- The GNWT commits to inform the applicant in a timely fashion if a proposal is eligible for the Program and if the proposal will be considered for funding. **Being considered for funding does not guarantee funding approval.**
- Applications that are being considered will be reviewed by the GNWT's Department of Infrastructure.

If additional information is requested by the GNWT, it should be provided by the applicant in a timely fashion. Should the applicant not provide the required material in a timely fashion, the proposal may be removed from consideration and the applicant will be required to re-apply to the Program.

Once the review of the proposal is complete, the GNWT commits to provide a decision to an applicant. A final approval or a rejection letter will be sent out to all applicants by email.

10. PROJECT ASSESSMENT CRITERIA

For both simplified and detailed applications, the GNWT will assess and make the decision based on the following criteria:

- Program requirements as set out in Section 3 (Eligible Applicants), Section 4 (Eligible Project Requirements), and Section 5 (Eligible Charging Infrastructure) (Pass/Fail)
- Capacity of the individual, team or organization undertaking the project and proof of funding from applicant and/or other contributors (Pass/Fail)
- Cost estimate with supporting quotes from vendor (Pass/Fail)

Should the project be approved for funding, the GNWT will notify the applicant with a funding approval letter. If the project does not meet the criteria, a letter explaining the decision to reject the application will be sent out.

For applicants approved for funding under a Simplified Application, this funding approval letter will outline the terms under which the funding will flow to the applicant, and the signature of a contribution agreement is not further required.

For applicants approved for funding under a Detailed Application, this funding approval letter will outline general terms under which the funding will flow to the applicant. Such applicants will also be required to sign a contribution agreement with the GNWT further outlining more detailed terms, conditions and requirements of funding. A template of the contribution agreement is available for review for applicants considering applying under this stream of funding.

The GNWT reserves the right to waive requirements or add additional requirements as necessary depending on the situation and magnitude of the proposal. The GNWT will make the applicant aware of any additional requirements and discuss with the applicant how they should best fulfill the application requirements in a timely manner.

11. PROJECT CLOSURE, CLAIMS AND REIMBURSEMENT

Fund Recipients can claim for reimbursement of eligible expenditures after those expenses have been incurred for the project. The claim should include all invoices and supporting documents using the claim template provided by the GNWT.

For Recipients approved for funding with a Simplified Application, the claim can only be submitted to the GNWT after the completion of the project.

For Recipients approved for funding with a Detailed Application, the claim is to be submitted to the GNWT on a quarterly basis as per the terms of the contribution agreement that would be signed between the GNWT and the applicant.

Once a claim is submitted to the GNWT by a Fund Recipient, it will be reviewed by the GNWT and the total eligible amount will be released to the Fund Recipient. Should there be any questions regarding a given claim, the NWT EVIP Coordinator will reach out to ask for additional information to assist in the processing of the claim.

12. AUDIT

Projects funded through the NWT EVIP may be audited by the GNWT and/or the Government of Canada. Applicants will be required to give consent to be audited by either party to receive funding and must agree to keep financial and project records for at least **seven** years from the date of project completion.

13. INFORMATION COLLECTION, USE AND DISCLOSURE

Information collected from the applicant for the purposes of administering the NWT EVIP is collected under section 40(c)(i) of the *Northwest Territories' Access to Information and Protection of Privacy Act* (ATIPPA). This information will be used for the purposes of contacting you regarding the status of your application and administering the NWT EVIP. Personal information is protected by the privacy provisions of Part 2 of the ATIPPA.

If the application is approved, information may be shared publicly by the GNWT for communicating and reporting purposes, including the name of the project, description, Fund Recipient identification, total project costs, contribution amount, and the project benefits.

If the application is approved, a photograph of the project will be required and will need to be shared with the GNWT. The photograph may be used to promote a project or the overall program in social media and other communications activities.

If you have any questions about this collection, use or disclosure of information, please contact the NWT EVIP Coordinator. Alternatively, you can contact us in writing at: NWTEVIP@gov.nt.ca.

14. GENERAL INQUIRIES

If you have any questions about the Program or about the project that you are considering applying for funding for, please contact the NWT EVIP Program Coordinator:

Email: NWTEVIP@gov.nt.ca

Phone:
(867) 767-9086, Ext. 31115; (867) 767-9021, Ext. 32055

By Mail:

NWT EVIP Coordinator, Energy Division
Department of Infrastructure, Government of the Northwest Territories, P.O. Box 1320, Yellowknife, NT X1A 2L9

APPENDIX A: SIMPLIFIED APPLICATION CHECKLIST

☐ Simplified application process for up to 2 “Level 2” chargers only

☐ Have you reviewed this Application Guide?

☐ Have you completed the NWT EVIP Application Form?

☐ Have you reviewed and signed the privacy and consent section as well as the declaration section in the NWT EVIP Application Form?

☐ Have you provided supporting documents (*if applicable*)? If so, please list these in the area below:

APPENDIX B: DETAILED APPLICATION CHECKLIST

☐ Detailed application process for “Level 3” chargers or more than 2 “Level 2” chargers

- ☐ Have you reviewed this Application Guide?
 - ☐ Have you completed the NWT EVIP Application Form?
 - ☐ Have you reviewed and signed the privacy and consent section as well as the declaration section in the NWT EVIP Application Form?
 - ☐ Have you completed the Proposal Form?
 - ☐ Have you estimated the eligible project cost and grant amount?
 - ☐ Have you received a quote(s) or published an RFP for equipment/materials or services needed for this project?
 - ☐ Have you provided a letter confirming the capacity for your organization to provide for the remaining portion of the project cost? *(If applicable)*
 - ☐ Have you summarized timelines, milestones, and the project completion plan?
 - ☐ Have you provided background information for the project team?
 - ☐ Have you provided a plan for operation and maintenance – including its cost?
 - ☐ Have you confirmed with local distribution authorities the availability of electricity supply, as needed, to the project site?
 - ☐ Have you completed a feasibility study for the project? *(Optional)*
 - ☐ Do you have letters of support from local community groups in favour of this project? *(Optional)*
 - ☐ Have you provided supporting documents *(if applicable)*? If so, please list these in the area below:
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