

<b>Title:</b> <b>Dates:</b>	<b>Electric Vehicle Supply Equipment Grant Program</b> <u>July 1, 2016-June 30, 2017</u>	
<b>Description:</b>	<p>TAM's Electric Vehicle Supply Equipment (EVSE) Grant Program assists public agencies that install employee-only or publicly accessible electric vehicle charging stations. The application process is designed to be streamlined. To participate, public agencies must meet the requirements below.</p>	
<b>Eligible Agencies:</b>	<p>Marin County's government entities and public districts, including school districts, colleges, and universities.</p>	
<b>Local Fund Source:</b>	<p>TAM's EVSE Grant Program is funded through Measure B, the \$10 Vehicle Registration Fee. Up to \$60,000 in rebates will be available in FY 2016-2017.</p> <p>Based on a first-come first-serve basis until funds are depleted for the year, the program will provide matching funds, whichever amount is higher, of 75 percent of the complete installation up to \$1,500 for one Level 1 charger (per charging head) or up to \$3,000 for one Level 2 charger (per charging head).</p>	
<b>*Add'l Fund Source (Not Mandatory to apply for TAM's grant program):</b>	<p>Pending new funding authority, the Bay Area Air Quality Management District (Air District) has previously funded "Charge!," an incentive program that offers grant funding for the installation of EVSE, or electric vehicle charging stations, at Bay Area transportation corridors, workplaces, multi-family dwelling units (MDUs) and trip destination locations.</p> <p><a href="http://www.baaqmd.gov/grant-funding/public-agencies/charge">http://www.baaqmd.gov/grant-funding/public-agencies/charge</a></p>	
<b>Summary Requirements:</b>	<p>Eligible Projects:</p> <ul style="list-style-type: none"> <li>• Owned and operated by a Marin County government entity.</li> <li>• Comply with all applicable local, State and Federal requirements.</li> <li>• Are upgrades/improvements that expand access to existing PEV charging stations and new stations.</li> <li>• Have applicable insurance.</li> <li>• Have authorization to apply for and obtain permits for property, and authorization to operate station.</li> <li>• Have adequate funds to complete project.</li> <li>• Maintained and operated for no less than 3 years.</li> <li>• If networked, use an open-standard protocol for network interoperability.</li> <li>• If not free, accept credit cards as payment &amp; shall not require a subscription fee or membership.</li> <li>• Projects completed (installed and in-service/operable) within 9 months</li> <li>• Charger locations must also be identified with at least 2 standardized way-finding traffic signs to direct motorists if the chargers are to be publicly accessible.</li> <li>• Limit six (6) charging head grants per agency per year.</li> </ul> <p>Eligible Project Costs:</p> <ul style="list-style-type: none"> <li>• Labor &amp; material construction costs.</li> <li>• Labor &amp; fees associated with cost to obtain permits.</li> <li>• Equipment and equipment shipping costs.</li> </ul>	

**How to Apply  
for a TAM  
EVSE Grant:**

1. Reserve your grant with an email to [nnguyen@tam.ca.gov](mailto:nnguyen@tam.ca.gov). Include the quantity and estimated date of installation. Call to confirm with program coordinator, Nicholas Nguyen, at 415-226-0831.
2. Within 30 days of your reservation, confirm your commitment by providing a letter of intent signed by an authorized representative of your agency (use the sample below).
3. Comply with the summary requirements listed above, and purchase/install chargers.
4. Submit supporting documents to show completion, including contract, final costs, digital photographs of installed charger(s), and any changes from letter of intent. Submit electronically to [nnguyen@tam.ca.gov](mailto:nnguyen@tam.ca.gov), or by U.S. Mail to EV Charger Rebate, Transportation Authority of Marin, 900 5<sup>th</sup> Avenue, Suite 100, San Rafael, CA 94901
5. Once TAM verifies compliance with requirements, TAM will notify you and process your grant payment within 45 days.

**[Agency Letterhead]**

**[Date]**

Attn: Nicholas Nguyen, Principal Project Delivery Manager  
Transportation Authority of Marin  
900 5<sup>th</sup> Avenue, Suite 100  
San Rafael, CA 94901

*Subject: TAM Electric Vehicle Supply Equipment (EVSE) Grant Program*

Dear Mr. Nguyen:

This letter confirms **[name of agency's]** participation in TAM's EVSE Grant Program, which assists public agencies in Marin County that replace or install new employee-only or publicly accessible EVSE, also known as EV charging stations.

The **[name of agency]** confirms its intent to replace and/or install \_\_\_\_\_ (**Qty**) charging heads.

<b>Qty.</b>	<b>Specific Location/1 or 2 heads</b>	<b>Public Access (Y/N)</b>	<b>Free to Use (Y/N)</b>	<b>Network (Y/N)</b>	<b>Grid/Off-Grid</b>
1.					
2.					
3.					
4.					
5.					

**[Name of agency]** agrees to meet the requirements of the program:

1. Owned and operated by a Marin County government entity.
2. Comply with all applicable local, State and Federal requirements.
3. Are upgrades/improvements that expand access to existing PEV charging stations and new stations.
4. Have applicable insurance.
5. Have authorization to apply for and obtain permits for property, and authorization to operate station.
6. Have adequate funds to complete project.
7. Maintained and operated for at least 3 years.
8. If networked, use an open-standard protocol for network interoperability.
9. If not free, accept credit cards as payment & shall not require a subscription fee or membership.
10. Projects completed (installed and in-service/operable) within 9 months
11. Charger locations must also be identified with at least 2 standardized way-finding traffic signs to direct motorists if the chargers are to be publicly accessible.
12. Limit six (6) charging head grants per agency per year.

**[Name of agency]** further understands and agrees to the following:

- TAM will process the grant upon verification of compliance;

- TAM will be identified as a contributing funding source in any related articles, news releases or other publicity materials for the installation of chargers;
- this Letter of Intent will not be assigned or delegated by either party without the express written consent of the other party;
- prior to the installation of the charging station(s), either party may terminate this Letter of Intent at any time by giving written notice of termination to the other party; and
- [Name of agency] shall indemnify and save harmless TAM, its directors, officers, agents, and employees from all claims, suits or actions resulting from the performance by [Name of agency] of its duties under this Letter of Intent and TAM shall indemnify and save harmless [Name of agency], its directors, officers, agents, and employees from all claims, suits or actions resulting from the performance by TAM of its duties under this Letter of Intent.

**[In this paragraph, please describe briefly your agency's background and experience with electric vehicle and EVSE implementation.]**

Thank you for considering our project for funding. Should you have any questions, please contact [name, title] by email at [email address] or by phone at [phone number].

Sincerely,

**[Person authorized to execute contracts]**

**[Title of person authorized to execute contract]**

**For TAM's Approval**

Upon review of your intent, TAM has approved \_\_\_\_\_ charging head(s) for grant funding, provided that the requirements stated above have been met and properly documented.

\_\_\_\_\_  
Nicholas T. Nguyen, Transportation Authority of Marin

\_\_\_\_\_  
Date