



Title:	Electric Vehicle Supply Equipment Grant Program
Description:	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.
Eligible Agencies:	Marin County's government entities and public districts, including school districts, colleges, and universities.
Local Fund Source:	TAM's EVSE Grant Program is funded through Measure B, the \$10 Vehicle Registration Fee.
Rebate Summary:	<p>Based on a first-come first-serve basis until funds are depleted for the year, the EVSE grant program provides matching funds for the installation of level 2 chargers at the following rebate level:</p> <ul style="list-style-type: none"> • For 2-20 charging heads: 100% of the complete installation up to \$3,000 for one Level 2 charger (per charging head). <p>Also eligible for TAM Funds are the following types of projects:</p> <ul style="list-style-type: none"> • Installations of level 1 charging equipment. • Installations larger than 20 charging heads. • Medium and heavy-duty fleet conversions and supportive Level 3 (DC Fast Charging) equipment. • Innovative/other EV charging pilots. <p>Agencies interested in these types of projects should contact TAM staff for additional assistance.</p>
*Add'l Fund Source (Not Mandatory to apply for TAM's grant program):	<p>TAM encourages the leveraging of other regional, state, utilities or private funding sources for the installation of EVSE. Additional funding sources are available, and TAM will prioritize the usage of Measure B Funds to leverage other sources, as needed. These fund sources include:</p> <ul style="list-style-type: none"> • MCE Charger Rebate • BAAQMD Charge! Rebate • PG&E's EV Fleet Charging Rebate and EV programs • Private Fund Sources including Electrify America <p>For more information about these fund sources and the applicability for your charging installation, please contact TAM staff to assist in financial planning to maximize leveraging opportunities.</p>
Summary Requirements:	<p>Eligible Projects:</p> <ul style="list-style-type: none"> • Owned and operated by a Marin County government entity. • Comply with all applicable local, State and Federal requirements. • Are upgrades/improvements that expand access to existing PEV charging stations and new stations. • Have applicable insurance.

- Have authorization to apply for and obtain permits for property, and authorization to operate station.
- Have adequate funds to complete project.
- Maintained and operated for no less than 3 years.
- If networked, use an open-standard protocol for network interoperability.
- If not free, accept credit cards as payment & shall not require a subscription fee or membership.
- Projects completed (installed and in-service/operable) within 9 months
- 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.

Eligible Project Costs:

- Labor & material construction costs.
- Labor & fees associated with cost to obtain permits.
- Equipment and equipment shipping costs.

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

1. Reserve your grant with an MCE workplace rebate, by visiting mcecleanenergy.org, or contacting MCE staff.
2. Alternatively, if your project doesn't qualify for MCE rebates. Reserve your grant with an email to mhiatt@tam.ca.gov. Include the quantity and estimated date of installation. Call to confirm with program coordinator, Mikaela Hiatt, at 415-226-0830. A sample of the intent letter is included on page 3.
3. 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).
4. Comply with the summary requirements listed above, and purchase/install chargers.
5. **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 mhiatt@tam.ca.gov or by U.S. Mail to EV Charger Rebate, Transportation Authority of Marin, 900 5th Avenue, Suite 100, San Rafael, CA 94901.
6. Once TAM verifies compliance with requirements, TAM will notify you and process your grant payment within 45 days.

[Agency Letterhead]

[Date]

Attn: Mikaela Hiatt, Associate Transportation Planner
Transportation Authority of Marin
900 5th Avenue, Suite 100
San Rafael, CA 94901

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

Dear Ms. Hiatt:

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.

Qty.	Specific Location/1 or 2 heads	Public Access (Y/N)	Free to Use (Y/N)	Network (Y/N)	Grid/Off-Grid
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; exceptions can be made for additional chargers.

[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.

 Mikaela Hiatt, Transportation Authority of Marin

 Date