



Plug-In NB Charging Rebates for Business

PROGRAM GUIDELINES

MARCH 29, 2022

Canada 



Énergie NB Power

the power of possibility
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Program Introduction

The Charging Rebates for Business program is funded through Natural Resources Canada's Zero Emission Vehicle Infrastructure Program (ZEVIP). The objective of the program is to address the lack of charging and refueling stations in Canada by increasing the availability of localized charging opportunities where Canadians live, work and play. This program will provide funding for eligible businesses to install electric vehicle charging infrastructure in public places, on-street, in multi-unit residential buildings, at workplaces or for light-duty fleets (the "Project").

Funding is limited and is available on a first-come, first-served basis. Pre-approval for projects is mandatory. Costs incurred prior to project pre-approval and signing of a Participation Agreement by both the applicant and NB Power will not be eligible.

Definitions

In this Program Guide (including Appendices, Participation Agreement, and all Program related documents) unless the context indicates a different meaning, terms are defined as follows:

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; park and ride; 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 employees. Charging infrastructure installations at a private residence, 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 as having 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 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 purpose of the ZEVIP, to be designated as a MURB the building must include a minimum of three (3) dwelling units.
Charging Connector	The power cord plug that connects the supply device to the charging outlets on the electric vehicle.
Charging Station	The device used to provide electricity to an electric vehicle for the purpose of charging the vehicle's onboard battery.
Connected EV Charging stations	Are defined as having the ability to communicate with other charging stations and/or to a server or the cloud through a cellular/wireless signal or to a connected vehicle using communications software. This connectivity allows the station to report on usage and/or other capabilities such as providing real-time status updates.
Recipient	A Customer who submitted a Project Pre-Approval Application that was reviewed and given written approval by NB Power, thus becoming enrolled in the Program.
Participation Agreement	The legal obligations associated with Program participation.
Program Guide	This document contains all eligibility criteria, requirements, and processes necessary for applicants to participate in the program.
Project Completion	Means the date on which the applicant provides NB Power with proof of payment, installation and is open to the public.
Total Project Costs	Includes total Eligible Expenditures, Ineligible Expenditures and In-Kind Support/Contributions directly attributable to the project.

Eligibility Criteria

The applicant must meet all eligibility requirements presented in this section.

Eligible Customers

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

- Electric or gas utilities
- Companies
- Industry associations
- Research associations
- Standard organizations
- Indigenous and community groups
- Academic institutions
- Provincial, regional or municipal governments or their departments or agencies

Federal Government entities, such as Federal Departments, Federal Crown Corporations or Federal Agencies are ineligible for ZEVIP funding. For a complete list of federal organizations please consult:

[Federal organizations Alphabetically \(appointments.gc.ca\)](https://appointments.gc.ca)

Eligible Projects and Technologies

To be considered for funding, projects must meet the following requirements:

- Be an eligible technology as described:
 - Level 2 (208 / 240 V connectors 3.3 kW to 19.2 kW)
 - Any EV charging station commercially available and CSA, ULC, UL or Interlink certified for use in Canada. The charging stations must have a SAE J1772 standard plug head or be a proprietary* connector type rated for a minimum of 3.3 kW power output.
 - Fast charger 20 kW to 49 kW
 - Any EV fast charger 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 20 kW power output.
 - Fast charger 50 kW and above
 - Any EV fast charger 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.
*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 (SAE J1772, SAE J1172 Combo (CCS) and CHAdeMO) of the same category (e.g. Level 2 or fast charger).
- Be located in New Brunswick
- Be a permanent installation (mounted or fixed models)
- Be new and purchased equipment (not leased)

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- Be for a new installation or expansion of an existing installation (not for the replacement of an existing installation)
- Be connected as required in the eligible technology description above
- Refer to the list of eligible charging stations [here](#)
- 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 the [Definitions Section](#) of this Guide
- The work performed must be in compliance with all applicable local codes (e.g., building and electrical) and bylaws (e.g., zoning and parking)
- Proof of ownership or access to the land where the infrastructure is to be installed must be provided
- Charging infrastructure targeting public use must be installed in a parking space clearly identified for the purpose of charging electric vehicles
- Chargers will be commercially available and certified for use in Canada; and
- Project completion and submission of the rebate claim must take place within twelve (12) months of signing of the Participation Agreement by the applicant and NB Power. (Project completion as defined in the [Definitions Section](#).)

Rebate

The program will pay up to 50% of total Eligible Costs, up to maximum amounts as show in the following table:

Table 1: Maximum Funding

Type of Charging Station	Maximum Funding	Maximum of units per application
Level 2 (208 / 240 V) connectors 3.3 kW to 19.2 kW	Up to 50% of total Eligible Expenditures, to a maximum of \$5,000 per connector	3
Fast charger 20 kW to 49 kW	Up to 50% of total Eligible Expenditures, to a maximum of \$15,000 per fast charger	**1
Fast charger 50 kW and above	Up to 50% of total Eligible Expenditures, to a maximum of \$50,000 per fast charger	**1

*For level 2 charging stations: to qualify for funding 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 charging stations.

**Applications will be limited to three (3) Level 2 (208 / 240 V) connectors 3.3 kW to 19.2 kW and one (1) Fast charger 20 kW to 49 kW or one (1) Fast charger 50 kW and above.

All rebates are offered on a first-come, first-served basis.

Eligible Expenditure

Eligible Expenditures for an approved project must be directly related to the installation of EV charging stations and will include:

- salary and benefits
- professional services (e.g. scientific, technical, management, contracting, engineering, construction, installation, testing and commissioning of equipment, training, marketing, data collection, logistics, maintenance, printing, distribution, etc.)
- capital expenses, including informatics and other equipment or infrastructure.
- rental fees or leasing costs
- license fees and permits
- costs associated with Environmental Assessments; and
- taxes net of any tax rebate to which the recipient is entitled.

Refer to Appendix A for Eligible Expenditure definitions.

Ineligible Expenditure

Costs not considered Eligible Expenditures under this program will include:

- in-Kind contributions (in-kind contributions from the recipient and its partners can count towards the Total Project Costs but are not considered an Eligible Expenditure)
- 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 this application.

Stacking of Assistance

All applicants are required to disclose all confirmed and potential sources of funding, inclusive of all federal provincial, territorial, or municipal government (total government assistance) and any other sources that are expected to be received. This information can be reported at any time during the project or quarterly when progress reports and payment claims are submitted. Total funding from all levels of government (e.g. federal, provincial, territorial or municipal) cannot exceed 75% of the Total Project Costs, unless the applicant is a provincial, territorial or municipal government or their departments or agencies in which case the stacking limit is 100% of the Total Project Costs.

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

Important Notes:

If an applicant receives funding under this program they will not qualify for any additional federal government funding for this project. 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.

Project Timeline

Table 2: Key Milestones

Program's Schedule:	
Enroll in program	Registration is open from March 29, 2022 to June 28, 2022, or until all funding is distributed or depleted, whichever occurs first.
Signature of Participation Agreement	Applicant agrees to complete and submit a signed Participation Agreement for each project.
Project Management (throughout lifecycle of project)	NB Power will be responsible for ensuring that the applicant completes their projects within the prescribed timeline of the program and that the EV chargers that are installed are compliant with the eligible technologies as described in the Eligible Projects and Technologies Section .
Project Completion	All funded charging stations must show project completion and the have submitted the rebate claim within twelve (12) months of the applicant and NB Power signing the Participation Agreement.

Program Steps

1. Register Your Business Online

Please Complete the online registration form [here](#).

For questions about the program, contact NB Power during business hours at 1-800-663-6272 or by email at pluginbranche@nbpower.com.

2. Get Pre-Approval

NB Power will provide a pre-approval form (Appendix B - sample). Once the pre-approval form has been completed, it should be submitted along with quotes/estimates either by email at pluginbranche@nbpower.com or via the online secure upload site [here](#).

Important Note: Please do not start the project or incur costs until you have talked with program staff to verify eligibility. Pre-approval and a Participation Agreement signed by the applicant and NB Power is required for each project.

3. Sign Participation Agreement

NB Power will provide a Participation Agreement (Appendix C – sample). Once the Participation Agreement is signed, it should be submitted by email at pluginbranche@nbpower.com or via the online secure upload site [here](#).

Project work should not begin before approval is granted by NB Power Program staff. Any cost incurred or invoices dated prior to NB Power approval and execution of the Participation Agreement will not be an eligible expenditure. The applicant will have 30 calendar days from approval in Step 2 to sign the Participation Agreement and return it to NB Power

4. Implement Project

Once the Pre-Approval Form and signed Participation Agreement is received by NB Power, recipients will be notified that work at the project site may begin. Program staff will review and provide the mandatory documents to participate in the program and claim the rebate.

5. Submit Progress Report

Quarterly reporting on the project will be required and NB Power will provide a Progress Report template (Appendix D – sample) upon completion of Step 4. Recipients will be required to submit the Progress Report on a quarterly basis until completion of the project. These reports will be due within 5 business days of every calendar quarter (e.g. April 7th, July 8th, October 7th, and January 9th) and can be submitted by email at pluginbranche@nbpower.com or via the online secure upload site [here](#).

6. Submit Rebate Claim

Once the project is complete, it is time to request the rebate. A final report (Appendix E- Sample) and post-project site visit may be required before payment is issued. The rebate claim must be submitted within twelve (12) months of the signing of the Participation Agreement by the applicant and NB Power.

7. Receive Rebate Payment

Once NB Power has approved the payment request, the rebate will be paid to the recipient's account by direct deposit within 60 days.

Appendix A - Eligible Expenditure Definitions

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 recipient'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 time sheets and records and be held for verification at time of audit. Management personnel are required to maintain appropriate records of the time devoted to the project.

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. The determination of the fringe benefit amount shall be in accordance with GAAP. In general, the fringe benefit rate provided in the project estimate shall be computed once during the life of the project and agreed on prior to the signing of the Participation Agreement. If retroactive adjustments are made, they must be indicated on claims for progress payments for NRCan approval.

Professional Services

Professional services are defined as costs for the purchase of additional support required for the completion of the project. These costs can cover the following types of services: scientific, technical, management, contracting, engineering, construction, installation, testing and commissioning of equipment, training, marketing, data collection, logistics, maintenance, printing, distribution, auditing and evaluation. 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.

Reasonable Travel Costs

Treasury Board rates in effect at the time of signing the Participation Agreement shall be used for reimbursing the following expenses in accordance with The National Joint Travel Directive to cover the period during which the travel takes place:

- Travel, food and lodging costs to meet with NRCan officials.
- Travel, food and lodging costs necessary for other activities directly linked to the project.

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.

GST, PST and HST

Any taxes claimed must always be net of any tax rebate to which the recipient is entitled.

Overhead Expenses

Overhead expenses may include administrative support provided directly to the project by the recipient's employee(s), valued on the same basis as professional staff time; and heat, electricity, and office operating costs (e.g., Internet and telephones) provided they are directly related to the project.

Overhead expenses will be negotiated and agreed to on an individual basis with recipients before signing a Participation Agreement. Any overhead claimed must be fully substantiated and must not exceed 15% of eligible expenditures.

In-kind Support

Proposed in-kind contributions that are deemed acceptable by NRCan officials must be supported by a formal commitment from the recipient to provide them prior to any commitment on Program funding to the proposed project being made.

Definitions:

In-kind support: a cash equivalent contribution in the form of an asset¹ for which no cash is exchanged but that is essential to the project and the recipient would have to purchase on the open market or through negotiation with the provider if the recipient did not provide it.¹ Asset in this section means a useful and valuable good, service or other support provided to the Project.

Fair market value: the average dollar value the recipient could get for a contributed asset in an open and unrestricted market, between a willing buyer and a willing seller (the recipient) acting independently of each other. It should approximately represent the original cost minus depreciation.

Most favoured customer: customer given the deepest discount from the normal selling price for a good or service sold to it by the recipient.

Eligibility of In-kind Contributions:

The contributed asset must be from one of the categories identified below under.

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- It must be essential to a project's success and would otherwise have to be purchased by the recipient.
- Its value must be determinable and verifiable.
- Its valuation must be confirmed by NRCan and agreed upon by the recipient and NRCan.

Assessing the Value of In-kind Contributions:

Two different approaches to the valuation of in-kind support are possible:

- Using the fair market value, as described above.
- Using the incremental cost, that is, the cost to the recipient or its partners and collaborators of providing the contributed asset over and above normal operating costs.

Appendix B - Pre-Approval Form (sample)



Plug-InNB  **NBranché**

515 King Street West, PO Box 2000 STN A, Fredericton, NB, E3B 4X1
Tel: 1-800-883-6372 Fax: (506) 843-7635
pluginbranche@nbpower.com

515 rue King, C.P. 2000, Succ A, Fredericton, N-B, E3B 4X1
Tel: 1-800-883-6372 Tél: (506) 843-7635

Plug-In NB Charging Rebates for Business / NBranché rabais pour bornes de recharge pour les entreprises
Pre-Approval Form - Demande de pré-approbation d'aide financière

A. Customer Information / Renseignement sur le client:

Company Name / Nom de l'entreprise: _____	Date: _____
Contact Person / Personne - ressource: _____	Title / Titre: _____
Mailing Address / Adresse postale: _____	City / Ville: _____ Postal Code / Code postal: _____
Telephone / Téléphone: _____	E-mail address / Adresse courriel: _____

B. Facility Information / Informations générales sur les établissements:

Project Address / Adresse du projet: _____	City / Ville: _____	Postal Code / Code postal: _____
Description of Facility / Description de l'établissement: _____	Facility Type / Type d'établissement: _____	NB Power Account Number / Numéro de compte d'énergie NB: _____

C. Project Description / Description du projet

Important Note: Please do not start the project or incur costs until you have talked with program staff to verify eligibility. Pre-Approval and a Participation Agreement signed by the applicant and NB Power for each project is required.
Remarque importante : Veuillez ne pas commencer le projet ou engager des coûts avant d'avoir parlé avec le personnel du programme pour vérifier votre admissibilité. Une approbation préalable et une entente de participation signée par le demandeur et Énergie NB pour chaque projet sont requises.

Type of Charger / Type de borne de recharge	Charger Description / description de la borne de recharge	Quantity Installed / Quantité installée <small>How many of each product? / Combien de chaque produit?</small>	Estimated Eligible Expenditures (\$) / Estimation des dépenses admissibles (\$) <small>Based on Supplier Quote / Basé sur le devis du fournisseur</small>	Estimated Rebate \$ / Rabais estimé (\$) <small>Will autopopulate once required fields are entered / Se remplira automatiquement une fois les champs requis renseignés complètement</small>
Level 2 (208 / 240 V) connectors 3.3 kW to 19.2 kW Une borne de recharge de niveau 2 (prise murale de 208 ou 240 V ; puissance de 3,3 kW à 19,2 kW)	Any EV charger commercially available and CSA, UL, UL or Interlink certified for use in Canada. The charger must have a SAE J1772 standard plug head or SAE proprietary** connector type rated for a minimum of 3.3 kW power output.	Toute borne de recharge pour VE disponible sur le marché et certifiée CSA, UL, UL ou Interlink pour utilisation au Canada. Les bornes de recharge doivent être dotées d'une tête enfichable standard SAE J1772 ou d'un connecteur de marque déposée* d'une puissance de sortie minimale de 3,3 kW.	0	\$0.00
<input type="checkbox"/> Fast charger 20 kW to 49 kW Une borne de recharge rapide (puissance de 20 kW à 49 kW)	Any EV fast charger commercially available and CSA, UL, 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 or be a proprietary** connector type rated for a minimum of 20 kW power output.	Toute borne de recharge rapide pour VE disponible sur le marché et certifiée CSA, UL, UL ou Interlink pour utilisation au Canada. La borne de recharge rapide doit avoir au moins un (1) connecteur de recharge conforme à CHAdeMO et un (1) connecteur de recharge conforme à la norme combinaison SAE J1772 (CCS) ou d'un connecteur de marque déposée* d'une puissance de sortie minimale de 20 kW.	0	\$0.00
Or / ou				
<input type="checkbox"/> Fast charger 50 kW and above Une borne de recharge rapide (puissance de 50 kW et plus)	Any EV fast charger commercially available and CSA, UL, 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.	Toute borne de recharge rapide pour VE disponible sur le marché et certifiée CSA, UL, UL ou Interlink pour utilisation au Canada. La borne de recharge rapide doit avoir au moins un (1) connecteur de recharge conforme à CHAdeMO et un (1) connecteur de recharge conforme à la combinaison SAE J1772 (CCS) ou d'un connecteur de marque déposée* d'une puissance de sortie minimale de 50 kW.	0	\$0.00
Expected Project Start Date / Date de début du projet prévue: _____			Total: \$0.00	
Expected Project End Date / Date de fin du projet prévue: _____				

D. Confirmation of Supporting Documentation / Confirmation de la documentation à l'appui

All applications / Toutes les applications

Project Cost (e.g. Supplier Quote) / Coût du projet (devis du fournisseur) Signed Participation Agreement / Entente de participation du client signé Other Attached Documentation / Autre documentation jointe

E. Customer Signature / Signature du client

I hereby confirm that I understand and agree to the aforementioned Program Terms and Conditions and confirm that all information provided in this application is accurate to the best of my knowledge. / J'affirme, par les présentes, comprendre et accepter l'ensemble des modalités du programme susmentionnées et j'atteste qu'à ma connaissance, tous les renseignements fournis dans la présente demande sont exacts.

Name / Nom: _____	_____
Signature / Signature: _____	_____
Date / Date: _____	_____

F. NB Power use only / À l'usage d'Énergie NB seulement

Approval Date / Date d'approbation: _____	_____
Approved by / Approuvé par: _____	_____
Signature / Signature: _____	_____
File number / Numéro du dossier: _____	

Appendix C - Participation Agreement (link)

<https://www.nbpower.com/media/1491349/sample-participation-agreement-en.pdf>

Appendix D - Quarterly Report (sample)

**Plug-In NB Rebates for Business
Quarterly Report**

Running total - grey out data previously submitted.

Application ID	Recipient Organization (same as name on Participation Agreement)	Infrastructure Address			GPS Coordinates		Infrastructure Details				Spending this Quarter	Eligible Costs to date		Ineligible Costs to date		(K-4) Total Costs To Date (per location)	Notes	
		Street	City	Province	Latitude	Longitude	#L2	#EVSE	#EVSE/1000W	Primary Use		(A) FY2021-22	(B) FY2022-23	(C) FY2021-22	(D) FY2022-23			
<small>(Include 1 line for each location)</small>																		
																	\$	-
																	\$	-
																	\$	-
																	\$	-
Total											0	0	0	0	\$	-	\$	-

* Primary Use identify if the charging station is for public, on-street, light-duty vehicle fleet, workplace or MURD charging

Authorized Signing Officer _____
Name Signature

Date

Instructions
1) Input the relevant details in all the white cells.

Appendix E - Final Report (sample)

**Plug-In NB Rebates for Business
Final Report**

Application ID	Recipient Organization <small>(same as name on Participation Agreement)</small>	Infrastructure Address			GPS Coordinates		EV Infrastructure Details					Eligible Costs to date				Uneligible Costs to date		Total Project Costs <small>(per location)</small>	Administrative Requirements			Notes
		Street	City	Province Territory	Latitude	Longitude	#L2	#25kW	#50kW	#100kW+	Primary Use*	During this Quarter	(a) FY2022-22	(b) FY2022-23	(c) FY2021-22	(d) FY2021-23	Completion Date		Picture of Installed charging station	Proof Charging Station is Operational		
<small>(Include 1 line for each location)</small>																	\$	-				
																	\$	-				
																	\$	-				
																	\$	-				
Total												0	0	0	0	0	\$	0				0

* Primary Use identifies if the charging station is for public, on-street, light-duty vehicle fleet, workplace or MURS charging

Authorized Signing Officer _____
(Name) Signature Date

Instructions
 1) Input the relevant details in all the white cells.