



4,500-Charging  
Station Grant Program  
**Applicant's Guide**

## Program information

The 4,500-Charging Station Grant Program will run from 2021 until the end of 2028 (over eight years).

For the first two years (2021 and 2022), the program focuses exclusively on curbside charging stations for electric vehicles parked along the road. For each curbside station, two parking spaces—angled, parallel or perpendicular to the curb—must be reserved for charging.

### Important note

Before you submit your grant application, it is recommended that you submit the project to your city council for an approval letter.

### Who is this grant program for?

This grant program is for municipalities, to help them provide more charging stations in the downtown core and in densely populated neighborhoods. The curbside stations meet the charging needs of two types of customers:

- ▶ Electric vehicle owners who do not have access to private outlets in their neighbourhoods to charge their vehicles at night.
- ▶ Customers and workers in downtown businesses wanting to charge their vehicles for a few hours.

### Definitions

**Primary curbside station:** Charging point consisting of two 240-V stations mounted on a central mast with a charging cable retraction system and an electrical cabinet containing the meter. The first station on a curbside charging point is the primary station. This type of curbside station must be installed at every charging point.

**Secondary curbside station:** Charging point consisting of two 240-V stations mounted on a central mast with a charging cable retraction system. Each secondary curbside station must be directly connected to the primary curbside station or to the external distribution panel. If a charging point has only one curbside station, there is no need to install any secondary stations.

**240-V station:** Charging point consisting of a single cable and connector that can charge one electric vehicle at a time. Every curbside charging point has two 240-V stations.

## Eligibility criteria for the 4,500-Charging Station Grant Program<sup>1</sup>

- ▶ Be a municipality located in Québec.
- ▶ Reserve two parking spaces — angled, parallel or perpendicular to the curb — for each subsidized charging station.
- ▶ Allow access to the curbside station 24 hours a day, 365 days a year.
- ▶ Offer free parking in front of the curbside station from 9 p.m. to 7 a.m.
- ▶ Have at least a third generation (3G) cellular signal with a minimum power of -100 dBm at the location where the curbside station will be installed. If a cellular signal is not available, the charging station's communication gateway could be configured to work with an existing Internet connection via an Ethernet cable.
- ▶ Submit a map of the streets where the charging stations will be installed and give preference to those installed in neighborhoods where residents do not have access to private outlets or downtown, within one kilometre of businesses, shops, office towers, etc.
- ▶ At the municipality's expense, conduct a feasibility study on the curbside stations' installation prior to submitting the grant application (see the *Curbside Charging Station Installation Guide*).
- ▶ Submit an estimate of the installation costs.
- ▶ Establish a preliminary timeline for installing the curbside stations.

1. Program terms and conditions are subject to change without notice.

## Municipality's commitments, once approval is received<sup>2</sup>

- ▶ Sign the partnership agreement or the renewed partnership agreement with Hydro-Québec for the deployment of Electric Circuit charging stations.
- ▶ Sign the financial contribution agreement for the 4,500-Charging Station Grant Program.
- ▶ Purchase the curbside station(s) from the official Electric Circuit charging station supplier.
- ▶ Install the curbside station(s) and submit supporting documents within 12 months of receiving the grant confirmation letter from Hydro-Québec.
- ▶ Supply the necessary technical teams or subcontractors to carry out the project.
- ▶ Minimize costs by preferably installing stations near handholes for connection to the underground system.
- ▶ Cover curbside station installation costs exceeding the grant amount.
- ▶ Comply with applicable environmental protection standards (including excavation waste disposal).
- ▶ Maintain each curbside station in good working order for a minimum of five years after commissioning.
- ▶ Do not build a bike path between the curbside station and the parking spaces reserved for charging.
- ▶ Maintain and remove snow from surfaces around the curbside stations for a minimum of five years after commissioning.
- ▶ Pay the annual equipment management fees.
- ▶ Cover maintenance and repair costs for the stations, as needed.

2. Important: Should the municipality withdraw a charging station before the end of its five-year commitment, it will have to repay the grant, prorated for the remainder of the period.

## Curbside station purchasing and installation costs

- ▶ A detailed quote will be sent by the charging station supplier to the municipalities.
- ▶ The costs of installing curbside stations vary according to several criteria. Please refer to the *Curbside Charging Station Installation Guide* to establish the installation budget.

### Additional projected costs (excluded from grant)

- ▶ Equipment management fee.

## Grant

The municipality must purchase stations from the official Electric Circuit supplier, install them and then send its invoices to [programme4500bornes@hydroquebec.com](mailto:programme4500bornes@hydroquebec.com) to receive the grant. Each curbside station may receive a grant of **up to \$24,000** in eligible costs before taxes, upon presentation of applicable invoices.

### Examples of costs **eligible** for the grant

- ▶ Purchase of curbside stations, including taxes and an additional two-year warranty.
- ▶ Civil engineering work\*
  - Excavation to provide power to the stations.
  - Sidewalk replacement or repairs around the stations as a result of the excavation work.
  - Asphalt replacement or repairs around stations following excavation work.
- ▶ Electrical work\*
  - Electrician fees.
  - Installation of a customer pole near the charging station.
  - Power supply to the station (within 30 m).
  - Any other cost approved by Hydro-Québec.

### Examples of costs **not eligible** for the grant

- ▶ Project feasibility study.
- ▶ Charging station equipment management fee.
- ▶ Landscaping around charging stations.
- ▶ Station maintenance and repairs, if needed.
- ▶ Power supply more than 30 m from the stations.
- ▶ Cost of electricity used for charging at the stations.

\*The work must be carried out by duly trained and certified specialists (workers with Commission de la construction du Québec certificates, master electricians, etc.).

## Important steps to follow once the project is selected

- ▶ The municipality's project authority must complete the curbside station order form and send it to Hydro-Québec.
- ▶ Hydro-Québec will forward this order form to the charging station supplier.
- ▶ The supplier will submit a bid to the municipality.
- ▶ The municipality must accept the bid in writing and send a purchase order to the station supplier. It takes about 16 weeks to manufacture the stations and ship them to the municipality.
- ▶ The municipality will be able to begin excavation and electrical work while awaiting the delivery of the curbside stations. See the *Curbside Charging Station Installation Guide* for comprehensive information.
- ▶ Once the charging stations are delivered, municipalities will need to install the stations, along with appropriate signage (reserved parking for electric vehicle charging).
- ▶ The electrician will need to submit a connection request to Hydro-Québec: <https://www.hydroquebec.com/business/customer-space/request-work/request-connection.html>
- ▶ Once the station is supplied with power, the master electrician or an employee of the municipality will need to contact the station provider to proceed with commissioning.
- ▶ Once the work is completed and the station is in service, the municipality can send photos of the installed station, as well as its purchase and installation invoices to [programme4500bornes@hydroquebec.com](mailto:programme4500bornes@hydroquebec.com).

- ▶ Hydro-Québec will inform the municipality in writing of the amount of the grant for which it is eligible on the basis of the documents received.
- ▶ The municipality must send Hydro-Québec an invoice for the grant, plus any applicable taxes, using its accounting system.

## Project selection criteria

- ▶ Only one grant application per municipality will be reviewed each year. An application may include one or more charging stations.
- ▶ The project must meet all required criteria, as described above, to be eligible for the 4,500-Charging Station Grant Program.
- ▶ The need for electric vehicle charging and the analysis of the usage rate of nearby public stations justify the addition of these new curbside stations.
- ▶ Sidewalk width is sufficient to provide space for pedestrians, wheelchairs and snow removal equipment.
- ▶ The population density of the municipality submitting the application warrants the installation of stations.
- ▶ Grant applications will be assessed on the basis of equity, as well as the location of municipalities, to ensure an adequate geographic distribution.
- ▶ The distribution of funds granted to the various municipalities is fair.

For more information, please email us at [programme4500bornes@hydroquebec.com](mailto:programme4500bornes@hydroquebec.com) or consult our FAQ.