




**Electric
Circuit**
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HYDRO-QUÉBEC

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

Program information

The 4,500-Charging Station Grant Program started on May 25, 2021, and will run until the end of 2028 (over eight years).

Starting May 30, 2022, projects to install **charging stations in municipal parking lots** will be newly eligible for the grant program.

Each installation project in a parking lot will need to be for a minimum of four (4) single charging stations or two (2) double curbside charging stations.

The eligible charging stations are the SmartTwo station with a cable retraction system and the double curbside charging station.

The grant program is also available for projects to install **curbside charging stations**.

Such projects must contain at least one (1) double curbside charging station.

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, in densely populated neighborhoods and near parks or tourist sites. The charging stations meet the charging needs of two types of customers:

- ▶ Electric vehicle owners who do not have access to a private outlet in their neighborhood to charge their vehicle at night.
- ▶ People who work downtown or who frequent shops, parks or tourist sites and want to charge their vehicle for a few hours.

Definitions

SmartTwo charging station (single):

Charging point consisting of a single 240-V station, pedestal or wall mounting, with a cable retraction system. This type of charging station must be installed in parking lots and be connected to an existing distribution panel.

Primary curbside station (double):

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 (double):

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 Program¹

- ▶ Be a municipality located in Québec.
- ▶ Buy and install, in a municipal parking lot, a minimum of four (4) single charging stations (SmartTwo) with cable retraction system or two (2) double curbside charging stations or buy and install on the curb one (1) or more double curbside charging station(s).
- ▶ Reserve one parking space for each single parking lot charging station and reserve two parking spaces — angled, parallel or perpendicular to the curb — for each curbside charging station.
- ▶ Allow access to the curbside station 24 hours a day, 365 days a year.
- ▶ If the charging stations are installed in a parking lot, the stations must be visible from the street.
- ▶ Offer free access to the municipal parking lot for all electric vehicle charging.
- ▶ 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 can be configured to work with an existing Internet connection via an Ethernet cable.
- ▶ Submit a map of the streets or the parking lot where the charging stations will be installed.
- ▶ Give preference to those installed in neighborhoods where residents do not have access to private outlets in a municipal parking lot or downtown or within one kilometre of businesses, shops, office towers, parks and tourist sites, etc.
- ▶ At the municipality's expense, conduct a feasibility study on the charging stations' installation prior to submitting the grant application (see the *Charging Station Installation Guide*).
- ▶ Submit an estimate of the installation costs.
- ▶ Establish a preliminary timeline for installing the charging stations.

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

Municipality's commitments, once approval is received²

- ▶ 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 charging station(s) from the Electric Circuit charging station supplier.
- ▶ 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 or near an existing distribution panel.
- ▶ Install, in a municipal parking lot, four (4) SmartTwo charging stations with cable retraction system or two (2) curbside charging stations, or install on the curb one (1) or more double curbside charging station(s).
- ▶ Commission the charging stations and submit supporting receipts within 12 months of receiving the grant confirmation letter from Hydro-Québec.
- ▶ Cover charging station installation costs exceeding the grant amount.
- ▶ Comply with applicable environmental protection standards (for instance, excavation waste disposal, etc.)
- ▶ Maintain each charging station in good working order for a minimum of five years after commissioning.
- ▶ Not build a bike path between the curbside stations and the parking spaces reserved for charging.
- ▶ Install adequate signage at charging stations (*Stationnement réservé pour véhicule électrique en recharge*).
- ▶ Maintain and remove snow from surfaces around the charging 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.

Charging station purchasing and installation costs

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

Additional projected costs (excluded from grant)

- ▶ Equipment management fees are the responsibility of the municipality.

Grant

The municipality must purchase stations from the official Electric Circuit supplier, install them and then send its invoices to programme4500bornes@hydroquebec.com to receive the grant.

If the project is accepted, the charging stations may receive a grant, upon presentation of applicable invoices, of up to:

- ▶ \$12,000 for eligible costs, before taxes, for each single SmartTwo charging station;
- ▶ \$24,000 for eligible costs, before taxes, for each curbside charging station.

Examples of costs **eligible** for the grant

- ▶ Purchase of charging 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 charging 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 eight weeks to manufacture SmartTwo charging stations and about 16 weeks to manufacture curbside stations and ship them to the municipality.
- ▶ The municipality will be able to begin excavation and electrical work while awaiting the delivery of the charging stations. See the *Charging Station Installation Guide* for comprehensive information.
- ▶ Once the charging stations are delivered, municipalities will need to install the stations, along with appropriate signage *Stationnement réservé pour véhicule électrique en recharge*.
- ▶ For a curbside installation, 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 supplier 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.

- ▶ 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 can be accepted per year, per municipality. A municipality whose initial application is rejected can submit a second grant application that same year provided the new application meets the eligibility criteria. 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.
- ▶ For a curbside installation, 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 or consult our FAQ.