



  
**Electric  
Circuit**  
by Hydro-Québec

4,500-Charging  
Station Grant  
Program for Québec  
municipalities  
and Indigenous  
communities  
**Applicant's Guide**

## Program information

The 4,500-Charging Station Grant Program started in 2021, and will run until the end of 2029.

Projects to install **charging stations in municipal and Indigenous community parking lots** are eligible for the grant program.

Each installation project in a parking lot must include a minimum of four (4) single charging stations or two (2) double curbside charging stations per site.

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

Projects to install **curbside charging stations** are also eligible to the grant program.

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 decision-making comity for an approval letter.**

### Who is this grant program for?

This grant program is for municipalities and Indigenous communities to help them provide more charging stations in the downtown core, in densely populated neighborhoods and near parks or tourist sites. The charging stations must 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 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 or Indigenous community located in Québec and connected to Hydro-Québec's main power distribution system.
- ▶ Purchase and install a minimum of four (4) single charging stations (SmartTwo) with cable retraction system or two (2) double curbside charging stations per municipal or community parking lot or purchase and install 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.
- ▶ Provide year-round 24/7 access to the charging station.
- ▶ If the charging stations are installed in a parking lot, they must be visible from the street.
- ▶ Provide free access to the 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 may be configured 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 charging stations installed in neighborhoods where residents do not have access to private outlets and in parking lots downtown areas or in the heart of the community or within one kilometre of businesses, shops, office towers, parks, tourist sites, community office, etc.
- ▶ Prior to submitting the grant application, conduct a feasibility study on the project, the cost of which must be covered by the municipality or community (see the *Charging Station Installation Guide*).
- ▶ Submit an estimate of the installation costs.

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

## Commitments of the municipality or Indigenous community, once the project is approved<sup>2</sup>

- ▶ Sign the partnership agreement or the renewed partnership agreement with Hydro-Québec for the rollout 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.
- ▶ Hire the necessary technical teams or subcontractors to carry out the project.
- ▶ Whenever possible, minimize costs by installing stations near handholes for connection to the underground system or near an existing distribution panel.
- ▶ Install a minimum of four (4) SmartTwo charging stations with cable retraction system or two (2) curbside charging stations per municipal or community parking lot, or install on the curb one (1) or more double curbside charging station(s).
- ▶ Commission the charging stations and submit supporting documents within 12 months of receiving the grant confirmation letter from Hydro-Québec.
- ▶ Cover all charging station installation costs that exceed the grant amount.
- ▶ Comply with applicable environmental protection standards (e.g., excavation waste disposal, etc.)
- ▶ Maintain each charging station in proper working order for a minimum of five years after commissioning.
- ▶ Never 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 the area around the charging stations, including snow removal, for a minimum of five years after commissioning.
- ▶ Cover the annual equipment management fees.
- ▶ Cover maintenance and repair costs for the stations, as needed.

2. Important: Should the municipality or community withdraw a charging station before the end of its five-year commitment, it must reimburse the grant, prorated for the remainder of the period.

## Charging station purchasing and installation costs

- ▶ If your project is selected, a detailed quote will be sent by the charging station supplier to the municipality or communities.
- ▶ Charging station installation costs 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 or community.

## Grant

To receive the grant, the municipality or Indigenous community must purchase stations from the official Electric Circuit supplier, install them and then send copies of the invoices to [programme4500bornes@hydroquebec.com](mailto:programme4500bornes@hydroquebec.com)

If the project is selected and upon presentation of supporting documents, the municipality may receive a grant 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 following 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 or community's project manager must complete the charging station order form and send it to Hydro-Québec.
- ▶ Hydro-Québec will forward the order form to the charging station supplier.
- ▶ The supplier will submit a bid to the municipality or community.
- ▶ The municipality or community must accept the bid in writing and send a purchase order to the station supplier. It takes about twelve (12) weeks to manufacture and ship the charging stations.
- ▶ The municipality or community may begin excavation and electrical work while awaiting the delivery of the charging stations. See the *Charging Station Installation Guide* for more information.
- ▶ Once the charging stations are delivered, municipalities or communities<sup>3</sup> must install them, along with appropriate signage *Stationnement réservé pour véhicule électrique en recharge*.
- ▶ For a curbside installation, the electrician must 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 or community must contact the station supplier to proceed with commissioning.
- ▶ Once the work is completed and the stations are in service, the municipality or community may send photos of the installed stations, as well as copies of its purchase and installation invoices to [programme4500bornes@hydroquebec.com](mailto:programme4500bornes@hydroquebec.com).

- ▶ Hydro-Québec will inform the municipality or community in writing of the amount of the grant for which it is eligible based on of the documents received.
- ▶ The municipality or community 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 year, per municipality or Indigenous community. A municipality or community whose initial application is rejected may submit a second grant application in the same year provided the new application meets the eligibility criteria. An application may include one or more sites.
- ▶ The project must meet all the required criteria, as detailed here, 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 must justify the addition of new charging stations.
- ▶ For a curbside installation, the sidewalk width must provide space for pedestrians, wheelchairs and snow removal equipment.
- ▶ Grant applications will be reviewed on the basis of equity, as well as the location of municipalities and communities, to ensure an adequate geographic distribution.
- ▶ The total amount in grants awarded to municipalities and communities shall be distributed fairly.

3. For communities with the right to post signs in a language other than French, may print *Parking reserved for electric vehicles being charged*.

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