

Multiunit Dwelling Electric Vehicle Supply Equipment (EVSE) Grant Program

Vermont Department of Housing & Community Development

2022 Grant Application

Application Submission

Does your project include EV charging that will be installed at more than one address site or parcel location?

- Yes
Please contact Bronwyn Cooke, for a multi-site application.
- No
Please continue with this application form

Please submit one electronic copy of the complete application (including “**Required Attachments**,” refer to the Checklist) to accd.cpr@vermont.gov. While electronic submissions are preferred, paper applications may be submitted to:

Division for Community Planning and Revitalization
Department of Housing and Community Development (DHCD)
One National Life Drive, 6th Floor
Montpelier, VT 05620-0501

Applications are due on or before April 1st, 2022, 4:30 pm. Late applications will not be accepted. If submitting a paper application by mail, please consider that postal mail is checked weekly. **Please direct questions to Bronwyn Cooke, Policy and Program Manager at bronwyn.cooke@vermont.gov or 802-636-7126.**

Applicants of awarded projects will receive payment as the EV charging equipment at each site is put online and all required documentation is submitted and approved.

Summary Information

Applicant & Primary Contact

Name: _____

Organization/Title (if applicable): _____

Mailing address: _____

Email address: _____

Phone number: _____

Applicant Type *(check all that apply)*

- Landowner or building owner
- Tenant or unit owner
- Utility
- Equipment Vendor/Lessor
- Other *(explain)*

Have you worked with Drive Electric Vermont on your proposed EV charging project?

- Yes
- No

Project Name: _____

Project Summary

(100 word limit)

Example: The project will install 4 level-two charging ports and 6 level 1 charging outlets in two multifamily properties: Whispering Pines in Spruce and Murmuring Conifers in Juniper. The Level 2 ports will be in shared parking and available first come first serve to all residents. The Level 1 ports are being installed in dedicated unit parking. The project will also include electrical capacity to support future installation of up to 10 Level 2 ports in existing parking spaces.

Financial Summary

Total Project Cost: _____

Grant Funding Requested: _____

Minimum Required Applicant Match: _____

Additional Funding Amount: _____

Applicant's Total Contribution to Project Costs: _____

Needs Assessment

Please describe any work completed to date that has informed this project proposals approach to tenant EV charging access at the site or sites. For example, tenant surveys to assess interest and needs related to EVs and EV Charging, analysis of increasing resident need/demand, site feasibility or constraints assessments, partnerships with utilities or transportation services, or best practice research on home and MUD EV Charging.

(300 word limit)

Proposed Project

We are looking for proposals that clearly outline how the proposed project will increase reliable, convenient and affordable tenant or unit-owner access to EV charging.

Site Information

Check here to acknowledge that EVSE is not mandated under federal, state, or local requirements at this location, or that this location is exempt from any such EVSE mandate as described in the Limitations section of the program description.

Site Name: _____

Site Address

(If the site does not have an address, or the lot includes several addressed buildings, describe location.)

Physical Address: _____

Other Description: _____

Landowner + Contact Information *(if same as applicant, skip)*

Name: _____

Mailing address: _____

Email address: _____

Phone number: _____

Landowner Description

- | | |
|--|---|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Municipal Government |
| <input type="checkbox"/> Common Interest Ownership (example:
homeowners' association) | <input type="checkbox"/> State Government |
| <input type="checkbox"/> Non-profit | <input type="checkbox"/> Other <i>(explain)</i> |

Multiunit Dwelling Type

Check here to acknowledge that this site is located in parking that serves housing that meets the Eligible Locations criteria as described in the Minimum Standard Provisions section of the program description, and complete the table below for equipment on the site.

Please select **ONLY ONE** location category and any applicable sub-categories that best describe the site location and meet the location criteria.

CATEGORY 1: Multiunit Affordable Housing 1

- New or existing, with ten (10) or more dwelling units on a tract or tracts of land
- At least 50% of the units are or will be occupied by households whose income does not exceed 100% of the greater of the State or area median income

CATEGORY 2: Multiunit Affordable Housing 2

- New or existing, with ten (10) or more dwelling units on a tract or tracts of land
- All units are affordable to households earning between 60 and 120 percent of area median income

CATEGORY 3: Multiunit Dwelling Owned by a Nonprofit

- New or existing, with ten (10) or more dwelling units on a tract or tracts of land
- A multi-unit dwelling owned by a person that has nonprofit status under Section 501(c)(3) of the U.S. Internal Revenue Code, as amended, and is registered as a nonprofit corporation with the Office of the Secretary of State

Additional Site Information

Number of buildings: _____

Number of housing units: _____

Parking Structure (e.g. garage, carport, lot, curbside right of way): _____

Total number of parking spaces by type (e.g. shared parking, dedicated parking, visitor parking): _____

If there are existing chargers at this address, please provide the following information.

Total # of EV Charging Stations: _____

Total # of EV charging ports, by charge level: _____

Management and utilization of existing EV Charging: _____

Site Needs Assessment

Do any tenants living at the site own an EV?

- Yes
 - Number of EV owners: _____
- No
- Unsure

Have any residents at this site expressed a desire for EV charging access?

- Yes
 - Number of residents expressing interest: _____
- No
- Unsure

Proposed Site Plan

Check here to acknowledge that this site will meet the Site Plan and Parking Standards as described in the Minimum Standard Provisions section of the program description, and complete the table below for equipment on the site.

Have you contacted your local utility about this site?

- Yes
- No

Have you identified the permits needed to complete this project at this site?

- Yes (list below)
- No

List of Permits:

Please include as attachments to your application the following visuals for this site. See Appendix B and C for examples.

- One ariel map view of the property with the site clearly marked.
- One photo of the parking space with markings and notations that clearly indicate where proposed hardware will be located, the locations of other site considerations such as lighting and pedestrian pathways, and the distances to other infrastructure critical to the EV charger such as the electrical meter or panel.

Proposed EV Charging Equipment and Management Plan

Check here to acknowledge that your project proposal will meet the General Equipment Standards as described in the Minimum Standard Provisions section of the program description, and complete the table below for equipment on the site.

Check here to acknowledge that your project proposal will meet the EVSE Implementation and Operations Standards as described in the Minimum Standard Provisions section of the program description, and complete the table below for equipment on the site.

Please use the table to provide the following information for each parking space and charging port provided at the parking space.

- Unit # – please assign each unit its own unique number.
- Port # – please assign each port associated with a unit its own unique number
- Site Name – please use the site name you provided under the Site Information to indicate where the equipment will be installed.
- Charge Level – please indicate whether the equipment will provide a Level 1, or a Level 2 charge.
- Networked – Please indicate whether the charging station will be networked. If network provider is known, please fill this box in with the network provider.
- Parking Space Type – please indicate whether the parking space is dedicated to a single resident, residents of a single unit, or shared by all residents. If other, please describe in as few words as possible.
- Eligible User – Please indicate who will have access to the charging equipment; a single resident, residents of a single unit, any resident in the building, visitors to the property, or general public. If other, please describe in as few words as possible.
- Management - please provide a brief description for how access to the station will be managed.
 - If available to all tenants, how will use be managed to ensure sharing, and prevent parking when not charging?
 - If assigned to a single tenant, how do you plan to accommodate additional demand for EV charging?
 - If parking space is accessible to non-residents, how do you plan to ensure residents have sufficient access to charging?
- Fee Type – please use the next section of the application to provide details on the fee structure(s) you plan to use, if any, and indicate by fee type number which of those fee structures will apply to each port.

Example of how to complete the table:

Unit #	Port #	Site Name	Charge level	Networked	Parking Space Type	Eligible User	Management	Fee Type (if any)
1	Port 1	Whispering Pines	1	no	dedicated	Specific residents	none	None
2	Port 1	Whispering Pines	2	yes	shared	All residents	EV charging only	1
2	Port 2	Whispering Pines	2	yes	shared	All residents	EV charging only1	1
3	Port 1	Murmuring Conifers	2	Chargepoint	Guest parking	guests	EV charging only	2 and holdover

Unit #	Port #	Site name	Charge level	Networked	Parking Space Type	Eligible User	Management	Fee Type (if any)

Please include below any additional details on EV equipment and management in your proposal that is not well represented in the template above. This should include a brief summary for key challenges, and how the proposed equipment and management address those challenges. (300 word limit)

Fee Structure

Awardees are not required to charge fees for use of the EVSE. If you do not plan to charge a fee you may leave this section blank. Please note that changes to the fees, including adding a fee where one did not exist, must be approved by the EVSE Inter-Agency Workgroup.

Any fees for use of the EVSE must be easy to understand, and fully disclosed prior to charging the consumer. Stations available to the general public must be networked, and fees for use must be posted at the station, legible and easily visible at nighttime.

Please define the rate structure for use of the EVSE, if you plan to use one, below. Different rate structures may be appropriate for different locations or types of equipment. If you plan to use different fee structure for different sites or equipment, please indicate which fee structure will apply to specific EV charging equipment in the EV Charging Equipment table.

Fee Type 1

- Fees for electricity used \$_____/kWh
- Fees based on length of time station is used \$_____/_____ (define time unit)
- Flat access fee \$_____/_____ (define unit)
- Other
 - o Explain _____

Fee Type 2

- Fees for electricity used \$_____/kWh
- Fees based on length of time station is used \$_____/____ (define time unit)
- Flat access fee \$_____/_____ (define unit)
- Other
 - o Explain _____

Fee Type 3

- Fees for electricity used \$_____/kWh
- Fees based on length of time station is used \$_____/____ (define time unit)
- Flat access fee Fee Type 2 \$_____/_____ (define unit)
- Other
 - o Explain _____

Will holdover fees be applied?

- No
- Yes
 - If yes, please describe holdover fee schedule, and how it will be collected.
(300 word limit)

If known, what forms of payment will be accepted for fees?

- Credit card
- Debit card
- Membership/network card
- Mobile app
- Cash
- Other: _____

Please include any other information related to the fee structure that is not well represented in the template above.

(300 word limit)

Proposed Marketing Plan

Please describe how you plan to make residents aware of the availability of the EV charging stations, and any rules and fees for their use. e.g. emails, internal newsletter, flyers, education workshops, promotion or hosting of ride and drive events.

(300 word limit)

Amount Requested

Complete the budget form, itemizing the scope of work for each site in the project. Indicate the estimated unit cost and total cost of each item in the budget.

An example is provided in Appendix A.

Item Description	Quantity	Unit Cost	Total Cost

Total Project Budget			

Total grant funds requested: _____

Match Amount: _____

Match Description: _____

Other Funding Amount: _____

Other Funding Description: _____

Approximate Project Timeline

Complete the project schedule table below with dates of completion for items such as contractor and/or vendor selection, permits, final site design, construction, and other important project details. See sample outline in Appendix E

Estimated Timeline	Item

Attachments

Required Attachments Checklist

The complete application must contain the application form with following attachments:

- 1) **Municipal Resolution (Appendix D - if applicable)**
- 2) **ANR Permit Navigator Results Summary**
- 3) **Project Site Plan and Photographs**

1) Municipal Resolution

If applicant or landowner is a municipality, attach a copy of the municipal resolution showing the project and application are authorized by the municipality. (See **Appendix D** for resolution template.) An authorized municipal official, such as the Town Administrator or Selectboard Chair, may sign the application above.

2) Agency of Natural Resources (ANR) Permit Navigator Results Summary

Please use the Agency of Natural Resource's Permit Navigator to generate a Permit Navigator Results Summary PDF, and include as an attachment in your application. (See **Appendix G**)

3) Project Site Plan and Photographs

Attach a project site plan that shows existing and proposed conditions, including aerial map, property boundaries, buildings, and streets – with the location of the project clearly marked. (See **Appendix B** for sample site plan). Attach labeled, color photographs of the project site and surroundings, especially adjacent or nearby buildings impacted by the project. If the project involves or impacts historic buildings, include photos of elements or materials that will be removed, altered or repaired. Photographs should be labeled with the project name or description, location/address, and the view, such as EV Charging Station at Welcome Center, 50 Main Street. (See **Appendix C** for sample pictures.)

Optional Attachments Checklist

Optional Attachments are as follows:

1) Equipment Specifications

Attach relevant technical specifications for equipment.

Application Scoring

Grant funds are competitively allocated. The EVSE Interagency Workgroup will use the Competitive Scoring Criteria below to rank applications. The Workgroup will score all qualified projects and may award less funding than requested. Projects are typically funded in rank order until the funds allocated for the grant round are exhausted; however, the Workgroup reserves the right to fund projects at its discretion.

Applications may receive a total of **100 points**.

- Up to **80 points** will be based on an applicant's responses to the five (5) required Base Criteria below.
- Up to **20 points** will be based on an applicant's responses to the Priority Consideration Criteria below.

Competitive Scoring Criteria

Base Criteria - 80 points total

Projects will be reviewed and scored based on each of the following five (5) Base Criteria:

In addition to information provided in the project proposal, applicants should provide a clear and concise summary for competitive criteria 1, 2, 3 and 4 in the text boxes below.

Scoring for each criteria will be based on both the summary text for each of these competitive criteria as well as all relevant information provided as part of the project proposal.

1. Well Defined Need and Project – 25 points

Criteria: Applicant has provided a full and detailed description of the project, including identification of existing and future potential for EV ownership by residents of the property, and how the EV charging solutions proposed can enable access to reliable, consistent, and affordable home charging for residents. Key challenges and how the proposed solution overcomes those challenges has been detailed.

Please use the space below to provide a text summary for how the project supports the piloting of EV charging solutions for both the owner and residents of multi-family housing.

(300 word limit)

2. Project Readiness – 15 points

Criteria: Applicant has demonstrated ability and readiness to complete the proposed project. Examples of project readiness include demonstrated engagement with the local electric utility, Drive Electric Vermont support services, and/or potential charging station users, a marketing plan to make residents aware of the availability of EV charging, identification of permits needed, estimates from EV charging equipment and service suppliers, and a realistic project timeline.

Please use the space below to provide a text summary that explain the readiness of your project.
(300 word limit)

3. Cost-Effective Budget – 20 points

Criteria: Applicant's budget supports a realistic and appropriate project scope, and has clearly identified the source for the 10% project match. Project demonstrates a solution that best meets the needs of the intended current and future users, and uses the most cost-effective approach to siting, installation, and equipment to provide the identified solution.

Please use the space below to provide a text summary to justify your budget and provide evidence that it is realistic, and appropriate for the project scope.
(300 word limit)

4. Fee Schedule – 10

Criteria: Applicant’s proposed fee schedule is designed to be clear and straightforward for the user, and provides transparency and detail on how the fees will fairly reflect the cost of providing access to EV charging at multi-family residential properties.

Please use the space below to provide a text summary for how your fee structure reflects the criteria. (300 word limit)

5. Overall quality of application – 10 points

Criteria: The application is complete, well-written, and is internally consistent.

Priority Consideration Criteria - 20 points total

Clearly mark (“X”) next to each criterion that applies to the project. Applicant **MUST** provide a written explanation of each additional category in the space provided under the **Category** to receive points.

Check any boxes that apply

- Existing Need.** Documented electric vehicle users and need. (4 points)

- Resident Interest.** Documented interest in EV charging access from residents. (4 points)

- State-Designated Centers.** At least one location in proposed project is within State Designation Center (2 points for each proposed location that is in a State Designated Center, 6 points max)

- Future Proofing.** Project accounts for future increase in EV ownership by residents, and includes site work that would enable scale-up of EVSE installation in the future without having to install additional conduit or electrical service capacity. (2 points)

- **Shared Level 2 Charging.** Project allows for shared use of Level 2 charging, optimizing the use of the asset to meet charging needs of EV owners. (4 points)
-

Grantee Acknowledgement of Terms

Grantees are subject to the program's terms and conditions.

EVSE Implementation & Operation Terms

- Must be installed by a licensed electrician in accordance with all current National Electric Codes and the [Vermont Electrical Safety Rules](#).
- Must obtain all necessary State and local permits.
- Interoperability standards for networked stations:
 - must use an open standard protocol to ensure EVSE hardware is not "locked" to a single service provider in perpetuity.
 - can have, but must not require, payment of a subscription fee or membership to use the EVSE.
 - must accept credit card, debit card, or other common forms of payment with no additional obligations at payment and with customer service assistance available during hours of operation.
- Must remain in operation for 5 years, unless otherwise approved by the EVSE Inter-Agency Workgroup.
- Should have a minimum 3-year warranty.
- Must be operated, maintained, and available year-round (including snow removal). Any necessary repairs should be completed within 72 hours.
- Must operate with a maximum of 10% downtime in any 30-day period.
- Fee-based EVSE must be easy to understand and fully disclosed prior to charging the consumer.

Grant Closeout Terms

Grant funds will be disbursed upon completion of the project and submission of all required information identified in the grant payment provisions. The final report must be submitted no later than 60 days after the completion date and include:

- A written narrative demonstrating that each of the project elements described in the project description was completed.
- A detailed budget report listing all income and expenses for project-related activities and demonstrating that the total requested reimbursements do not exceed the approved total project cost.
- Copies of invoices, receipts, and canceled checks for all project expenditures.
- Color photographs of all the completed project elements described in the project description.
- A statement from the Grantee's signatory certifying that the contents of the final report are true and accurate.

Acknowledgement

By signing this application, the landowner(s) and applicant(s) described in this application (and their agents, assigns, and successors in interest) hereby apply for a grant to develop the project described in this application and accept the following:

- Applications will not be considered properly filed unless and until all items necessary for review are complete and submitted;
- All submissions are public records available for inspection and copy;
- All representations made in this application and the materials accompanying it are true, accurate, and binding to the best of my knowledge as a party to this application; omission or misstatement of any material fact on this application (which would warrant refusing funding approval) will be grounds for denying or revoking any approval;
- Private agreements (such as permit conditions, covenants, deed restrictions, and easements) may apply; may be more or less restrictive than federal, state, or local regulations; and may affect this project proposal; it is the applicant's responsibility to identify, disclose, and comply with these agreements to ensure a smooth project and responsible investment of public funds;
- Federal and local regulations may apply, may be more or less restrictive than State regulations, and may affect this project; it is the applicant's responsibility to obtain all required local, State, and federal permits; (Call the State's permit specialist at 802-477-2241 with any questions);
- No site alterations or physical project work may commence until receipt of and in accordance with all applicable permits and approvals;
- Projects approved for funding must conform with *the EVSE implementation and operation standards* and *grant closeout requirements* shown above and in the grant agreement; it is the applicant's responsibility to ensure compliance;
- If an approved project changes, the applicant must request and receive approval to amend the project through the Department of Housing & Community Development, which will review and respond to the proposed change in consultation with the Workgroup; and
- Grantees must abide by the [Standard State Provisions for Contracts and Grants](#) otherwise known as Attachment C of the grant agreement.

Financial Management

Please note that responses to the following questions will not impact the competitiveness of your application and will be used for grant administration purposes only.

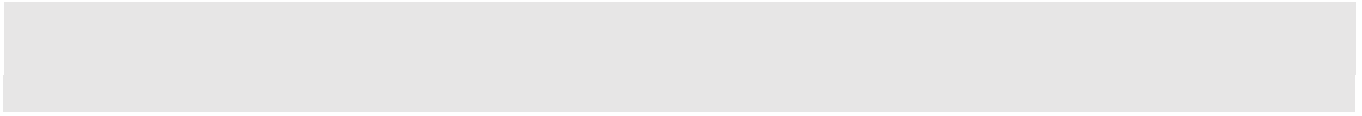
Does your organization have an accounting system that will allow you to completely and accurately track the receipt and disbursements of funds related to the award?

Yes No

If a municipality, what type of accounting system does your municipality use?

Not a municipality Automated Manual Combination of both

Applicant Signature

A solid grey rectangular box used to redact the applicant's signature.

Date ____ / ____ / ____

Landowner Signature *(if different than applicant)*

A solid grey rectangular box used to redact the landowner's signature.

Date ____ / ____ / ____

Appendices

Appendix A: Budget Worksheet

Itemized Project Budget

Item Description	Quantity	Unit Cost	Total Cost
Site Costs- Whispering Pines			
Level 2 dual head chargers	1	\$8,000	\$8,000
Annual Network subscription	5	\$200	\$1,000
Installation	1	\$11,000	\$11,000
Electrical work for future expansion	1	\$5,000	\$5,000
Site Costs - Murmuring Conifers			
Level 2 dual head chargers	1	\$8,000	\$8,000
Annual Network subscription	5	\$200	\$1,000
Level 2 Installation	1	\$7,000	\$7,000
Electrical work for future expansion	1	\$5,000	\$5,000
Level 1 charger	4	\$800	\$3,200
Utility meter	4	\$600	\$2,400
Level 1 annual service fees	20	\$200	\$4,000
Level 1 installation	1	\$4,000	\$4,000
Project costs			
Maintenance contract	5	\$1,6000	\$8,000

Total Project budget: \$67,600

Total grant funds requested:\$58,800

Match Amount: \$6,760

Match Description: operating budget

Other Funding Amount:- \$1,200

Other Funding Description: Utility incentive for Level 2 EV charging equipment

Appendix B: Sample Site Plan & Location Map

1 Abenaki Way, Winooski, VT



June 14, 2018

Points



Override 1

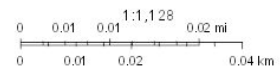


Override 2

Override 1



2014 Tax Parcel Boundary



VCGL DigitalGlobe

Chittenden County Regional Planning Commission



County of Chittenden, VCGL, Esri, HERE, Garmin, INCREMENTIP, NGA, USGS

Appendix C: Sample Site Photos



Looking NW from EVCS location stake toward service panel and Main Street Bridge

Appendix D: Municipal Resolution

Application or Grant # _____

RESOLUTION FOR ELECTRICAL VEHICLE SUPPLY EQUIPMENT

WHEREAS, the Municipality of _____ is applying for funding as provided for in the FY 2022 Budget Act and may receive an award of funds under said provisions; and

WHEREAS, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

WHEREAS, the municipality has voted to provide local funds for an electric vehicle charging station,

Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds of ____% of total project cost;
2. That the Municipal Planning Commission recommends applying for said Grant;

(Name of Planning Commission Chair)

(Signature)

3a. That
(Name) _____ Title _____

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/Authorizing Official (M/AO) and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

3b. (Alternate Authorizing Official for redundancy)
That (Name) _____ Title _____

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Select Board Member, is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/ Authorizing Official (M/AO) and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

Appendix 3c. That (Name) _____ Title _____

is hereby designated as the Grant Administrator, the person with the overall Administrative responsibility for the Electric Vehicle Supply Equipment grant activities related to the application, and any subsequent Grant Agreement provisions.

Passed this _____ day of _____, _____.

LEGISLATIVE BODY

(name)

(signature)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

INSTRUCTIONS FOR RESOLUTION FORM

- A. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be typed on municipal letterhead, filling in the name of the municipality, the Legislative Body (e.g., Board of Selectmen), and the name and title of the Municipal/ Authorizing Official(s)(M/AO(s); and the Grant Administrator.

- B. Following formal adoption, the Resolution must be signed by a majority of the legislative body. The Chair of the Planning Commission must also sign upon endorsement by vote of the Planning Commission.

- C. This form must be included in the grant application e-mailed to accd.cpr@vermont.gov, or mailed to:

Electric Vehicle Supply Equipment Grant
Department of Housing and Community Development
One National Life Drive, Sixth Floor
Montpelier, VT 05620-0501

Appendix E: Project Schedule

Estimated Timeframe/Date	Item
May 2022	Contract for planning and site design services
July 2022	Finalize site design
	Purchase EV charging equipment
August 2022	Submit permits
September 2022	Electric panel upgrades
	Site preparation
November 2022	Install charging stations
	Contract for 3 rd party management
	Contract for network services
December 2022	Commissioning of EV charging equipment (ready for resident use)

Appendix F: Vermont Electric Utility Providers

Stowe Electric Department

Michael Lazorchak
Office: 802-253-7215
mlazorchak@stoweelectric.com

Burlington Electric Department

Tom Lyle
Office: 802-865-7335
tlyle@burlingtonelectric.com

Green Mountain Power

Business Innovation Team
Office: (888) 835-4672
BusinessInnovation@greenmountainpower.com

Vermont Public Power Supply Authority

Melissa Bailey
Office: 802-882-8509
m Bailey@vppsa.com

Vermont Electric Cooperative

Lisa Morris
Office: 802-730-4399
lmorris@vermontelectric.coop

Washington Electric Cooperative

Bill Powell
Office: 802-223-5245
bill.powell@wec.coop

Appendix G: Project Permits

Agency of Natural Resources Permit Navigator

Please use the Agency of Natural Resource's Permit Navigator to generate a Permit Navigator Results Summary PDF, to be included as an attachment in your application.

<https://vermont.force.com/permitnavigator/s/permit-navigator>

The Permit Navigator is a tool to help guide you in identifying Agency of Natural Resources permit requirements that may apply to your project.

You will be asked a series of questions and your answers will help to identify your permitting requirements. Once you have completed answering the questions you will have an opportunity to save a summary which will include: information you provided in your inquiry, list of permit(s) that you will most likely need, contact person you will need to talk to if you have questions about that permit, and links to other resources.

Please download and save a copy of your summary and attach it to your application.

Other Permits

It is the applicant's responsibility to obtain all required local, State, and federal permits.

Any electrical installation in a public building (that is a building that is not a single family-owner occupied home) requires a licensed electrician who will need to obtain an energizing permit from the Division of Fire Safety.

For questions about other permits required for your project, please call the State's permit specialist at 802-477-2241, and your local municipal office.

Appendix H: Annual Grant Reporting

Grant recipients shall submit annual reports, via a fillable form provided by DHCD, following grant closeout and throughout the grant term (5 years), on or before April 22nd, to the Vermont Public Service Department at psd.evsedatareporting@vermont.gov.

Number of residents that own an EV: _____

Number of residents that have expressed interest in owning an EV, and/or using the charging equipment: _____

Actual or Estimated Use:

- Actual or estimated hours of charging
- Actual or estimated kWh used
- Individual users of the charging equipment

Fees collected: _____

Issues:

- Repairs to equipment
- Complaints
- Equipment downtime