



CHARGE UP!

Rhode Island Public Sector Vehicle Electrification Incentive Program

Guidance Document

Version 2

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1. PROGRAM OVERVIEW

The Rhode Island Charge Up! Public Sector Vehicle Electrification Incentive Program – administered by the Rhode Island Office of Energy Resources (OER) – offers incentives to state agencies and municipalities interested in installing electric vehicle supply equipment (EVSE or charging stations) and supports the purchase or lease of electric vehicles (EVs) for integration into public sector fleets. Qualified public sector applicants may be eligible to receive a total award of up to \$75,000 to support their adoption of clean transportation solutions.

OER is the lead state agency on energy policy and programs. The mission of OER is to lead Rhode Island to a secure, cost-effective, and sustainable energy future. For more information on OER’s clean energy initiatives, please visit: www.energy.ri.gov. This Program is being funded with auction proceeds from Rhode Island’s participation in the Regional Greenhouse Gas Initiative (RGGI).

Governor Gina M. Raimondo has recognized the potential for significant energy, economic, and environmental benefits derived from the increased adoption of clean transportation and energy alternatives, as well as the need for the public sector to “lead by example” by adopting more sustainable energy solutions. As an example, Governor Raimondo’s Executive Order 15-17¹ (December 8, 2015) – titled, *State Agencies to Lead by Example in Energy Efficiency and Clean Energy* – includes a requirement that a minimum of 25 percent of new light-duty state fleet purchases and leases are met by zero-emission vehicles by 2025. The Charge Up! Program will support State Agencies *and* municipalities demonstrate their clean energy leadership through adoption of electric vehicle charging infrastructure and electric vehicles for public sector fleets.

According to the Rhode Island State Energy Plan², the transportation sector accounts for 40 percent of total statewide energy expenditures, releasing 4.5 million tons of CO₂ into the atmosphere annually. Importantly, alternative clean transportation solutions, such as EVs, can reduce consumer fuel costs, increase energy security, and mitigate emissions from the transportation sector.

Through Charge Up!, applicants may qualify for up to \$60,000 in incentives to support the purchase and installation of electric vehicle charging stations (Level II or higher). EVSEs that are installed and made operational on or after July 1, 2016 will be qualified under this incentive program³. In addition, applicants that install at least one charging station through this program may also qualify for up to \$15,000 to support the purchase or lease of a new electric vehicle as part of their public sector fleet. EVs with a completed purchase or lease agreement effective on or after July 1, 2016 will be qualified under this incentive program.

Only Rhode Island state agencies and municipalities will be eligible for the program. In order to be eligible for this program, a qualified public sector entity must have completed – or is contracted to install – a comprehensive energy efficiency and/or renewable project that, at minimum, offsets the projected electricity consumption that will be used as the result of installing new electric vehicle charging station(s).

Applicants will be required to download and complete an application form and provide OER with all necessary program-related documentation. The application form and all support documentation is available on OER’s website at: <http://www.energy.ri.gov/Transportation/ChargeUp/index.php>. OER reserves the right to request additional support information at its discretion prior to making any award.

¹ Available at: <http://www.energy.ri.gov/documents/leadbyexample/ExecOrder15-17.pdf>.

² Available at: <http://www.energy.ri.gov/energyplan/>.

³ Although not required to apply, applicants are strongly encouraged to install at least one (1) of their EVSEs at a publically-accessible location, particularly in cases where incentives for more than one (1) EVSE are requested.

Incentives will be awarded on a first-come, first-served basis. Upon receipt of a completed application, OER will review the request and, if in good standing, “reserve”⁴ program funding based upon the applicant’s request. With their application, qualified applicants must submit all required support documentation as specified in the application.⁵ OER will notify applicants once their application has been reviewed and a decision has been made, including the amount of incentive funding (if any) being held in “reserve” pending final purchase/installation of the requested EVSE/EVs.

Applicants are strongly encouraged to use Master Price Agreement (MPA) 509 entitled “*Furnish and Install Electric Vehicle Supply Equipment at State, Municipal and Quasi-Public Agencies and State Colleges and Universities.*” This MPA was created to help provide a list of pre-qualified vendors that offer turnkey services for the purchase and installation of EVSEs to public agencies.

Applicants will then have 90 days, unless otherwise agreed to by OER, to install and make operational the EVSE(s) requested, as well as execute a purchase/lease agreement(s) for any EV(s) for which incentives have been requested pursuant to the Program. Applicants may request one (1) additional ninety (90) day extension to allow for unforeseen project delays and budget cycles. Requests must be submitted via U.S. Mail or by e-mail to the Program Administrator no later than ten (10) days prior to the initial ninety (90) day deadline.

Upon successful purchase/installation, the applicant must complete a “Request for Payment Form” and submit, along with all required documentation, to OER. OER reserves the right to inspect all installations and conduct site visits prior to issuing awards. Upon a determination that the applicant has successfully complied with the terms of the program and its initial application, OER will notify the applicant. Municipalities will receive a single payment by check within four to six (4 – 6) weeks following OER approval. State agencies will be reimbursed via journal entry.

OER reserves the right to modify the Charge Up! Program and associated terms and conditions and/or terminate the program at its sole discretion. The submittal of an application form does not guarantee award.

2. ELIGIBILITY

In order to be eligible for this program, a Rhode Island State agency or Rhode Island municipality will be required to have completed a comprehensive energy efficiency project or have installed an eligible renewable project to, at minimum, offset the projected electricity consumption that will be used as the result of installing new electric vehicle charging station(s). **These projects/installations must be completed on or after January 1, 2014.** Comprehensive energy efficiency projects or renewable installations that are under contract, but not yet installed, may also meet this requirement subject to OER review and approval.

Municipalities that have recently supported or are actively supporting a Solarize campaign in their community and/or that have implemented energy efficiency projects through the Rhode Island Public Energy Partnership (RIPEP) or the Rhode Island Infrastructure Bank (RIIB) and/or that have received an incentive award through OER’s municipal LED streetlight incentive program may be qualified to meet this program requirement.

⁴ The “reserving” of funds by OER pursuant to receipt of an application does not guarantee an award. All awards are contingent on the availability of funding, and issued at the sole discretion of OER.

⁵ OER reserves the right to request additional support documentation at its discretion at any point in the application and award process.

Renewable energy projects awarded through OER's RGGI K-12 schools program or supported through the Rhode Island Commerce Corporation's Renewable Energy Fund may also qualify to meet this eligibility requirement.

Projects must be directly located and attributed with the State agency or municipality applying under the program. Applicants are strongly encouraged to install requested EVSEs at publically-accessible locations, particularly in cases where incentives for more than one (1) EVSE are requested.

3. PROGRAM FUNDING

Electric Vehicle Charging Station(s):

Applicants may be qualified for up to **\$15,000.00 per EVSE (Level II or higher), with an overall EVSE award cap of \$60,000.00**. The purchase and installation of charging stations must be at or in the vicinity of a public sector facility, unless otherwise approved by OER at its sole discretion. Applicants are strongly encouraged to install requested EVSEs at publically-accessible locations, particularly in cases where incentives for more than one (1) EVSE are requested. Award funding can be utilized to support reasonable equipment and installation costs, subject to review and approval by OER.

Electric Vehicle(s):

For qualified public sector entities that install at least one EVSE through this program, OER will also offer additional incentives to reduce the overall base purchase price of an electric vehicle(s) that is listed on the Division of Purchases Master Price Agreement (MPA) #4782016 or on the Driving Rhode Island to Vehicle Electrification (DRIVE) program's eligible vehicle list⁶ **There is a maximum award cap of \$15,000.00 per applicant to support the purchase of EVs**. The approved vehicles and per-vehicle incentive amounts – which are tiered, based upon vehicle battery capacity – are shown in the following table:

⁶ Driving Rhode Island to Vehicle Electrification (DRIVE) Eligible Vehicle List: <http://www.drive.ri.gov/apply/eligible-vehicle-list.php>

Make & Model	Battery Size (kWh)	Combined MPGe	Estimated Charge Time (Level II)	Base MSRP	Charge Up! Incentive Amount, (\$):
Battery Electric Vehicles (BEVs)					
BMW i3	33	118 MPGe	5 Hours	\$ 43,600	\$ 7,500.00
Chevrolet Bolt	60	119 MPGe	9.5 Hours	\$ 36,620	\$ 7,500.00
Fiat 500e	24	116 MPGe	4 Hours	\$ 32,300	\$ 7,500.00
Ford Focus Electric	23	105 MPGe	3.6 Hours	\$ 29,170	\$ 7,500.00
Kia Soul EV	27	105 MPGe	4.5 Hours	\$ 31,950	\$ 7,500.00
Mercedes Benz B-Class Electric	28	84 MPGe	3.5 Hours	\$ 41,450	\$ 7,500.00
Nissan Leaf S	24	114 MPGe	5 Hours	\$ 29,010	\$ 7,500.00
Nissan Leaf SV or SL	30	113 MPGe	6 Hours	\$ 34,200	\$ 7,500.00
Smart Electric Drive	17.6	107 MPGe	6 Hours	\$ 25,000	\$ 5,000.00
Tesla Model S	70/85/90		8-10 Hours	\$ 70,000	\$ 7,500.00
Tesla Model X	70/90		7.5-9 Hours	\$ 80,000	\$ 7,500.00
Volkswagen e-Golf	24.2	116 MPGe	4 Hours	\$ 28,995	\$ 7,500.00
Plug-In Hybrid Vehicles (PHEVs)					
Audi A3 e-tron	9	83 MPGe	2.25 Hours	\$ 37,900	\$ 5,000.00
BMW i3 Rex	33	111 MPGe	5 Hours	\$ 47,450	\$ 7,500.00
BMW 330e	7.6	72 MPGe	2.25 Hours	\$ 43,700	\$ 5,000.00
BMW X5 xDrive40e	9.2	56 MPGe	2.5 Hours	\$ 62,100	\$ 5,000.00
BMW 740e xDrive iPerformance	9.2	64 MPGe	2.75 Hours	\$ 89,100	\$ 5,000.00
Chevrolet Volt	18.4	106 MPGe	4.5 Hours	\$ 33,170	\$ 7,500.00
Chrysler Pacifica Hybrid	16	84 MPGe	2 Hours	\$ 41,995	\$ 5,000.00
Ford C-MAX Energi	7.6	90 MPGe	2.5 Hours	\$ 31,770	\$ 5,000.00
Ford Fusion Energi	7.6	90 MPGe	2.5 Hours	\$ 34,900	\$ 5,000.00
Hyundai Sonata Plug-In	10	99 MPGe	2.7 Hours	\$ 34,600	\$ 5,000.00
Porsche Cayenne S E-Hybrid	10.8	47 MPGe	3 Hours	\$ 77,200	\$ 5,000.00
Porsche Panamera S E-Hybrid	9.4	50 MPGe	2.5 Hours	\$ 93,200	\$ 5,000.00
Toyota Prius Plug-In	4	95 MPGe	1.5 Hours	\$ 29,990	\$ 5,000.00
Toyota Prius Prime	8.8	133 MPGe	2.1 Hours	\$ 27,100	\$ 5,000.00
Volvo XC90 T8 PHEV	9.2	53 MPGe	3 Hours	\$ 68,100	\$ 5,000.00
*Bold vehicles are available through RI Master Price Agreement 4782016					

Qualified electric vehicles must be new, constructed of new parts that have never been the subject of a retail sale, and registered with the Rhode Island Department of Motor Vehicles (DMV). Qualified electric vehicles that are purchased or leased as dealership floor models and test drive vehicles may qualify, subject to review and approval of OER. The qualified electric vehicle may not include modifications to the vehicles emissions control systems, hardware, software calibrations, or hybrid system. **Intent to purchase or lease vehicles should be noted in the application.** Applicants will be required to detail the intended date of delivery of the vehicle(s), and include a copy of the registration(s) once delivery is taken. Failure to provide these details will lead to the forfeiture of reserved funds back to the program.

4. APPLICATION PROCESS

Please visit OER's website at: <http://www.energy.ri.gov/Transportation/ChargeUp/index.php> to download a program application form and instructions. Completed application forms may be submitted by U.S. Mail to:

Rhode Island Office of Energy Resources
Attn: Ryan Cote
One Capitol Hill – 4th Floor
Providence, Rhode Island 02908

All applications will be reviewed for eligibility by OER staff on a first-come, first-served basis. Applicants will be notified within seven to ten (7 – 10) business days if their application is approved and award funds have been placed in “reserve,” pending final purchase/installation of the requested EVSE/EV. Applicants may be contacted directly if OER requires additional support documentation/information, and will be notified if their application is denied.

Should an application be approved, the applicant will have ninety (90) days to complete the purchase and installation of requested EVSE(s), as well as execute a purchase or lease agreement for any requested EV(s). Applicants may request one (1) additional ninety (90) day extension to allow for unforeseen project delays and budget cycles. Requests must be submitted via U.S. Mail or by e-mail to the Program Administrator no later than ten (10) days prior to the initial ninety (90) day deadline.

Once the project is operational and vehicle registration(s) received, applicants must contact the Program Administrator who will then conduct a site visit. Following the site visit, and as long as the project is in good standing, the applicant must then submit a “[Request for Payment Form](#)” located at <http://www.energy.ri.gov/Transportation/ChargeUp/index.php> along with all required support documentation to the mailing address above. As part of its form submittal, the applicant must certify that all work has been completed, any EVSE(s) are operational, and, if applicable, any EV(s) have been purchased and are properly registered pursuant to the requirements of the Program.

All awards are contingent on funding availability and issued at the sole discretion of OER.

Failure to comply with all stated program requirements may result in the removal of an applicant's position in the reserve queue; require an applicant to re-submit their application and/or support documentation; and/or result in the denial of an application by OER. OER reserves the right to request additional support documentation, as necessary, to verify eligibility.

Please note that submittal of an application does not guarantee approval or issuance of an incentive.

5. PAYMENT PROCESS

Once an applicant has received approval and has fully completed the installation of the EVSE and/or taken delivery of any electric vehicle(s), they may submit a request for payment form to OER. A copy of the request for payment form can be found on our website at <http://www.energy.ri.gov/Transportation/ChargeUp/index.php> or by requesting one from the Program Administrator. The form should be signed and dated by an authorized agent and a hard copy submitted by U.S. Mail to:

Rhode Island Office of Energy Resources
Attn: Ryan Cote
One Capitol Hill – 4th Floor
Providence, Rhode Island 02908

Applicants must provide copies of all required building and electrical permits; copy of certificate of inspection from the city or town building official; itemized list of equipment; all applicable project receipts and invoices; and any other related content as requested by OER. Prior to receiving payment, OER reserves the right to inspect all work completed and/or purchases made in conjunction with the project.

For State Agencies: Payment will be transferred by journal entry. Agencies are required to submit a RIFANS # in order to process payment.

6. CONTACT INFORMATION

For general questions and inquiries regarding the Charge Up! Public Sector Vehicle Electrification Incentive Program or other clean transportation initiatives in Rhode Island, please contact Ryan Cote, OER Program Services Officer, at (401) 574-9118 or Ryan.Cote@energy.ri.gov.