



Energize Delaware Grants for Local Government EV Fleets

Purpose and Project Eligibility

The Delaware Sustainable Energy Utility (DESEU), doing business as Energize Delaware, wants to encourage use of Electric Vehicles in county and municipal government fleets. Five million dollars has been budgeted for Fiscal Year 2022-23. This grant is available to county and municipal governments in Delaware that desire to pilot the use of one or more qualifying electric vehicles, including electric motorcycles, and electric riding lawn equipment purchased by the local government. The grant may cover the cost of the qualifying vehicles, feasibility studies, charging stations, utility upgrades, installations and related costs, and special training for usage of new equipment. Installation costs may include, but are not limited to, parts and labor for the installation of the chargers, engineering and permitting, project management, civil work (especially pads), safety bollards, site lighting, signage, testing and commissioning, and activation. Grants for any individual county or municipality will be limited to \$500,000 and Energize Delaware will accept only one application per local government, except for when the local government is requesting funding for a feasibility study. In which case they may follow up with a second grant for vehicles and charging stations.

Selection Criteria

- All applications must include vehicles.
- Proposed vehicle usage and purpose for the local government; estimated mileage of vehicle(s), and Quality and depth of the Feasibility Study (where applicable). While not required, a feasibility study is favorable.
- Share of project costs supported by other funding; how many third-party funding sources are being used for this project? Also note whether the third-party funding has been approved or awarded to the local government. Third party funding can include other state, federal, or utility grants, and cash donations or contributions.
- Evidence of Sustainability Practices; does your local government have history of implementing environmentally sustainable practices or is this your Local Government's first venture into sustainable/ renewable energy practices? Local governments are

not required to have a sustainability plan to apply for this grant but having a sustainability plan would help boost favorability of a grant during the selection process.

- Overall total estimated project cost. This includes, but is not limited to, feasibility studies, vehicles/equipment costs, installation, training, and utility upgrade costs associated with the project.
- The costs per vehicle or per charging station port; are they reasonable and justified through documentation? Local governments should go through their own channels and follow their own competitive purchasing requirements.
- Project timeline: how long is it expected for your local government to purchase and start using the EVs?
- If your local government is in an overburdened community or an area that has increased levels of air pollution according to EPA distinction, we will look at this favorably when reviewing your application. See links: USDOT [Electric Vehicle Charging Justice40 Map \(arcgis.com\)](#) and <https://www.transportation.gov/equity-Justice40>

If you have any questions regarding the eligibility criteria, please contact Energize Delaware at (302) 883-3048.

Other Application Requirements

- \$500,000 maximum grant per county or local government.
- Vehicle leases are not eligible for this grant funding.
- Vehicles and Charging stations will require signage recognizing Energize Delaware Funding. Design and location of signage will be subject to mutual agreement.
- Local Government will be required to report usage on an annual basis in a format provided by Energize Delaware.
- Energize Delaware reserves all rights to deny applications.
- Used vehicles and equipment are not eligible for this grant funding.
- Successful Grantees will be offered a contract with Energize Delaware that will set forth in detail the terms of the grant.
- Grants will be active for a period of 24 months after the funding has been allocated and the grant has been approved by Energize Delaware. Grant extensions will require pre-approval by Energize Delaware.

Application Timelines

Applications will be accepted after October 15, 2022. Applications should be emailed in PDF format to Suzanne.sebastian@deseu.org. There is no application deadline; applications will be accepted until all funds have been allocated. Energize Delaware reserves the right to close the application acceptance window at any time. We strongly encourage each applicant to focus on a fully completed high quality application to support the funding requested by the local government. There is no advantage to rushing an application seeking an early position in the submission window. Energize Delaware may consider future funding for this program based on participation, need and popularity of the program.

Applicant Information

Type of Grants Being Requested

Please mark all funding requests covered by this application:

	Feasibility Study Grant
	Feasibility Study Grant (Only)
X	Electric Vehicle Grant - <i>all applicants must include vehicles</i>
	Charging Station Grant
	Utility Upgrade Grant
	Training Grant

Applicant Summary Information

Local Government Applicant	
Projected Budget	
Funds Requested	
Electric Utility Provider	
Population of Local Gov.	
Total Fleet Size	

Primary Contact Information

Primary Contact	
Phone	
Email	
Mailing address	

Other Contacts

	Name	Phone	Email
Contact 2 (optional)			
Contact 3 (optional)			
CEO			
CFO			

Grant Requests

Feasibility Studies

A Feasibility Study will typically characterize the current fleet, identify the number of vehicles to purchase for this grant, provide broader context for municipal electrification overall, identify the optimum number and type of chargers to purchase, estimate patterns of vehicle usage and charging operational plan, consider charger access to power and utility/power-bill implications, recommend where to install chargers most effectively, etc.

Does your local government already have a feasibility study for EV transition? If yes, please complete the table below and submit your feasibility study with Application as a separate PDF document.

Study Prepared by:	
Date Study Completed	
Cost of Study	

- It is highly recommended that local governments applying for more than four vehicles and supporting chargers consider having a feasibility study completed.
- If your municipality has in-house expertise, then an in-house study is acceptable, and we suggest you have it completed prior to applying.
- If your local government does not have in-house expertise, then you can request grant funding for an independently performed study. You may apply for a Feasibility Study only grant, and then reapply for Vehicles, Charger, and Training Grants.
- The following is a known list of companies performing EV Feasibility Studies. Energize Delaware does not endorse any of these firms. The local government is responsible for vetting and hiring these or any other firms.

1. Gabel Associates, www.gabelassociates.com Holly Reed, VP, Holly@gabelassociates.com 732-296-0770
2. Borg Warner, www.borgwarner.com Dick Johnson, dijohnson@borgwarner.com 215-498-2111
3. Vermont Energy Investment Corporation (VEIC), www.veic.org David Gelman, dgelman@veic.org 703-725-1535

Feasibility Study Grant Request:

Who will be doing your feasibility study?	
Estimated Cost?	
Estimated Date of Completion	
Feasibility Grant Request Amount	

- If you have a proposal from a Feasibility Study Consultant, please submit as a separate PDF document.

In addition to the completed table above please also include in the box below a detailed description of other funding sources used to fund any feasibility studies you conducted for this grant:

Total Requested Feasibility Study Grant Amount: _____

Grant Disbursement for Feasibility Study Grants: Energize Delaware will transfer 50% of the invoiced or contract amount when the local government provides documentation that a feasibility contract or purchase order has been approved. And 50% upon receiving a copy of the completed study.

Electric Vehicles Grants

This grant opportunity is primarily for electric vehicle purchase and should be the predominate piece of this application; all other grants should be in support of the vehicles being requested. The following are electric vehicle grant parameters:

- Only 100% Electric Vehicles, (no plug-in hybrids or traditional hybrids).
- Class Group 1-3 vehicles are eligible for this grant. Passenger cars, vans, trucks, pick-ups, SUV's and crossovers, motorcycles, and riding lawn mowers are eligible. Other types of vehicles may be considered with written justification of need, use, and practicality. Vehicle Class Group definitions can be found at:
<https://www.fhwa.dot.gov/publications/research/infrastructure/pavements/ltp/13091/002.cfm>
- Vehicle's Cost is limited to \$80,000 or less. Higher values may be considered with written justification of need, use, and practicality.

Proposed Vehicles

Please list each individual vehicle proposed; insert additional lines as needed.

Vehicle type	Brand/Model	Use	Dept	Fleet Addition or Replacement	Estimated Annual Miles or Runtime	Total Estimated Cost

In addition to the completed table above please also include in the box below a more detailed description of other funding sources used for electric vehicle purchases:

Total Requested Vehicle Grant Amount: _____

Distribution of Vehicle Grant Funds: Energize Delaware will transfer 50% of the invoiced or contract amount when the local government provides documentation that vehicles are on order and scheduled for delivery within six months. And 50% documentation upon delivery of vehicle(s).

Charging Station Grants

The grant will cover costs related to charging stations, including installation costs and electric upgrade costs, dedicated for fleet use that are not covered by Delaware Department of Natural Resources and Environmental Control (DNREC). The grant will also cover costs for charging station signage for designated parking spots and recognition of Energize Delaware funding. It will not cover charging station only grants, or public charging stations.

Installation may include, but are not limited to, parts and labor for the make-ready, installation of the chargers, engineering and permitting, project management, civil work (especially pads), safety bollards, site lighting, signage, testing and commissioning and activation of the charging station.

Please review DNREC and utility charging incentive links provided below before applying for our grant:

<https://dnrec.alpha.delaware.gov/climate-coastal-energy/clean-transportation/ev-charging-equipment-rebates/>

Proposed Charging Station Description

If you are proposing more than six charging stations, please attach chart as a PDF document.

	Charger #1	Charger #2	Charger #3	Charger #4	Charger #5	Charger #6
Estimated Installation Date						
Charger Manufacturer/Make						
Voltage Rating						
Number of Ports						
Estimated Charger Cost						
Estimated Installation Cost						
Parking Spot & Station Signage						
DNREC/Utility EV Charger Incentive Requested/Received						

In addition to the DNREC/Utility EV Charger Incentive Requested/Received category above please also include in the box below a more detailed description of other funding sources used for charging stations:

Total Requested Charging Station Grant Amount: _____

Distribution of Charging Station Grant Funds: Energize Delaware will transfer 30% of the invoiced or contract amount when the local government provides documentation that charging stations are ordered, 30% when electric permits and utility approval of installation documentation is received, and 40% upon receipt of certificate of completion.

Utility Upgrade Grants

If to facilitate your new EV fleets you must upgrade your electric infrastructure, please list below what was done, how much the upgrades will cost, the cost share, and what will be upgraded.

Description of what needs to be upgraded within your (service area, borders, limits?):

Specific Upgrade Costs (Duplicate this chart and fill out again if multiple locations are being upgraded)

Building/Location	Location 1	Location 2	Location 3
Total Estimated cost			
Energize DE Grant Request			
Local Gov. Funding			
Other Funding			

In addition to the “Other Funding” category above please also include in the box below a more detailed description of other funding sources used for utility upgrades:

Total Requested Utility Upgrade Grant Amount: _____

Grant Disbursement for Utility Upgrade Grants: Energize Delaware will transfer 50% of the invoiced or contracted amount when the local government provides documentation that a utility upgrade contract or purchase order has been approved. And 50% after documentation that upgrades were successfully completed.

Training Grants

For some grant purchases there may be training that will be required for certain types of vehicles. For example, operations training, EV servicing training, or installation training. Any required training can be covered by the grant.

	Training #1	Training #2	Training #3
Vehicle or Equipment that Requires Training			
What Training is Required			
Who is Running the Training			
Who is being Trained (employee type)			
Estimated Cost of Training			
Duration of Training			

In addition to the completed table above please also include in the box below a detailed description of other funding sources used to fund any required training for new vehicles/equipment:

Total Requested Training Grant Amount: _____

Grant Disbursement for Training Grants: Energize Delaware will transfer 50% of the invoiced or contracted amount when the local government provides documentation that a training contract or purchase order has been approved. And 50% after documentation that training was successfully completed.

History of Sustainable Practices

Energize Delaware’s mission is to inspire sustainable energy solutions for a thriving environment and economy. And its Vision is: “Powering tomorrow with clean, efficient, and affordable energy.” In the space below, please briefly state your local government’s work toward an environmentally sustainable Delaware.”

Budget Breakdown

Type	Energize DE Grant Request	Local Gov’t Funds	Other	Other	Total
Feasibility Study					
Vehicles					
Mowers					
Chargers					
Utility Upgrades					
Training					
Totals (\$)					

Please attach documentation such as quotes, purchase orders, invoices that support your budget numbers.

Applicant Declaration

- a) I have read, understand, and agree to the eligibility requirements.
- b) I understand that this application does not guarantee payment.
- c) I understand that incomplete applications will not be processed and submitting an incomplete application may result in loss of grants funds.
- d) Energize Delaware will require recognition of funding to be placed on vehicles and equipment funded.
- e) Energize Delaware will require annual usage reporting, i.e., annual vehicle mileage, charging hours/kWh, etc. which will be outlined in the grant contract.
- f) I understand and accept that grant distribution processing may take **4 to 6 weeks** from the date that Energize Delaware receives a complete application.
- g) The local government will not sell, lease, or otherwise dispose of equipment purchased with grant funding within three years of receiving grant funds, without permission of Energize Delaware. The local government will also insure and maintain the vehicle as per their own vehicle fleet policies and according to the vehicle manufacturer's recommended maintenance policy for a minimum of three years.
- h) It is further understood that Energize Delaware is not responsible for any other grant or incentive funding received by the applicant besides the funding the Energize Delaware itself is providing.
- i) It is also understood that the program may be changed or cancelled by Energize Delaware at any time for any other reason whatsoever, without notice.
- j) It is also understood that Energize Delaware can use provided applicant information to track and ensure compliance with the Energize Delaware Grants for Local Government EV Fleets.

By signing below, I acknowledge that I have read and understand the above declarations:

Local Government: _____

Signature of Authorized Representative: _____

Printed Name of Authorized Representative: _____

Title of Authorized Representative: _____ Date: _____

Survey – We would appreciate you completing this survey

Where did you learn about this grant?	
Would your local government have purchased an electric vehicle without this grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how many did you intend on purchasing before applying for this grant?	
If yes, did this grant change the type of vehicles your agency or local government wanted to purchase?	