

# Electric Vehicle Custom Grant Program

## Program Handbook

July 1, 2021 – June 30, 2022



Please ensure you are reading the most recent version of this handbook by visiting the NV Energy website: [Electric Vehicles Custom Grant Program](#).

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1	07/01/2020	New program year updates
2	08/12/2020	Revised contractor licensing requirement to include accepting C2A licenses.
3	7/1/2021	PY 21 Updates

## 1. DEFINITIONS

This section includes a list of terms that defined for common use within this program handbook.

**Applicant:** The party responsible for preparing the application and grant claim package in the online application portal.

**Completed:** The Electric Vehicle Charging Station is considered completed when it is completely installed, the building permit is satisfied, and the system is capable of being used in the manner for which it was designed. If selected for Program Inspection, the system is considered completed only once the inspection is completed and passed.

**Direct Current (“DC”) Fast Charger:** A Charging Station utilizing 480 volt, three-phase power. May also be referred to as a Level 3 Charger. The minimum output for eligible chargers shall be 50kW to participate in NV Energy incentive programs.

**Designated Applicant:** An individual or entity designated by the NV Energy Host Customer to apply on their behalf.

**Electric Vehicle (“EV”):** Any vehicle that uses electric motors for propulsion.

**EV Charging Station or Charging Station:** The site of one or more EV Chargers. Also called a charging point.

**EV Charging Station Incentives:** NV Energy incentive program supporting the installation of Level 2 and/or DC fast charging stations that serves multifamily, workplace, and fleet electrification applications.

**Electric Vehicle Supply Equipment (“EVSE”):** A device that safely delivers electricity to charge the battery in an electric vehicle. EVSE can have one or more connectors.

**Electric Vehicle Connector or Connector:** The means by which EVSE connects to an electric vehicle allowing it to charge. Referred to as Electric Vehicle Port in the approved Public Utilities Commission of Nevada order, 18-02002.

**Eligible Project Costs:** Tangible materials and labor for the installed system, including fees for local building authority permitting. Costs may also include other required equipment, Project design and engineering costs and costs associated with making the site ready for installation (make-ready costs).

**Host Customer:** The NV Energy customer of record at the proposed installation location. The Host Customer name must exactly match the name on the NV Energy bill. The Host Customer is responsible for making any changes to their NV Energy bill prior to application. Persons listed as co-Applicants on the NV Energy bill may apply as the Host Customer.

**Installation Contractor or Installer:** The Nevada licensed electrical contractor (C-2) who performs the installation.

**Level 2 Charger:** A Charging Station utilizing 240-volt, single phase power or 208 volt, three phase power.



**Network Communications:** Describes the open communication protocols Open Automated Demand Response (OpenADR) 2.0b or Open ChargePoint Protocol (OCPP), and transport layer protocols of Wi-Fi and cellular.

**Project:** A Project is an installation(s) for one Host Customer on an NV Energy service location(s).

**Reservation Notice:** Issued after an application has been approved by NV Energy, the Reservation Notice indicates that grant funds have been reserved for the Project and lists the output power, type of electric vehicle charging system, and the number of proposed charging connectors.

**Requested Grant Amount:** The difference between the expected Project cost and the total of expected funding sources.

**Seller:** The party that sells or leases the system to the Host Customer.

**System Owner:** The owner of the charging system when the grant is paid. Systems that are on a leasing arrangement or a lease-to-own arrangement are owned by the leasing company or the company therefore, those entities are considered the System Owner.

## 2. PROGRAM OVERVIEW

The Electric Vehicle Custom Grant (“EVCG”) Program is a competitive grant program that provides financial support to help offset the costs of installing non-residential electric vehicle charging infrastructure in the NV Energy service territory. The program is part of the NV Energy EVID program which was established by the Nevada legislature in 2017 in SB145. The EVCG Program goals are to provide financial support to electric vehicle charging infrastructure development that may not be identified in, or eligible for, other incentive programs offered in the EVID program. Preferred projects will provide long term value to the growing electric transportation sector and may include, without limitation, projects that serve customers with medium and large fleets, including buses, taxis and rideshares, and others. In addition to demonstrating value to the electric vehicle community, selected applications will also have shown that their projects are well planned and are financially viable, both for the development phase and long-term operations. To demonstrate viability, applicants are encouraged to secure financial and development support from all available sources, including the Nevada Governor’s Office of Energy and the Nevada Department of Environmental Protection.

- The goal of the Program is to support the installation of electric vehicle charging infrastructure at locations throughout the service territories of NV Energy.
- Up to \$1,000,000 in grant funding may be reserved through June 30, 2022.
- The total of the incentive budget for the EVID program may not exceed \$15,000,000 and covers multiple years.
- The program is funded by NV Energy customers and is administered by NV Energy.
- Installations must be in compliance with the local building authority rules and guidelines.
- Charging stations that are installed before the issuance of the Grant Reservation Notice are not eligible for grant funding.
- NV Energy pays incentives and grants as available per NRS 701B.
- NV Energy is not responsible for operation or maintenance costs of EV charging stations installed through this program.
- NV Energy is not responsible for consumption changes or billing changes because of the customer’s decision to install an EV charging station.
- The host customer must provide NV Energy with access to all charge data collected by the charger through the provider network’s portal, dashboard or other means.

### 2.1. Application Periods and Selection Dates

Applications will be accepted through the NV Energy online application portal starting July 1, 2021. NV Energy will review submitted applications at regular intervals, starting October 2, 2021 for application submittals timestamped prior to this date. Applications will be accepted continuously until June 30, 2022, or until \$1,000,000 in grants has been paid.

1*	September 30, 2021	October 2, 2021	November 4, 2021
2*	December 31, 2021	January 2, 2022	February 3, 2022
3*	March 31, 2022	April 2, 2022	May 4, 2022
4*	June 30, 2022	July 2, 2022	August 3, 2022

Dates subject to change at Program discretion depending on market response.

\*Application periods in this table are proposed because after \$1,000,000 has been reserved for the electric vehicle custom grant, applications will no longer be accepted, and the application periods will end with no conditional reservation processes.

## 3. ELIGIBILITY

### 3.1. Customer Eligibility

The host customer may be required to refund some or all of the incentives they receive if the measures do not remain installed for a period of five (5) years or the expected life of the measure, whichever is greater, or the facility where the measures are installed ceases to be a bundled, full requirement's customer of NV Energy during the said time period.

The host customer must satisfy the definition of the category to which they are applying. Distribution Only Service (DOS) rate customers are not eligible to apply.

The System Owner may be the NV Energy Host Customer, or a third party as designated by the Host Customer.

### 3.2. Installer Eligibility

Participating Installers must have an active C-2 or C2A Nevada contractor's license. If a contractor's license is suspended, applications associated with the contractor are not eligible to receive a Grant Reservation Notice or a grant payment, unless the system was completed and inspected by the local building authority prior to the suspension date. Customers may select a different Installer if needed. Additional information is provided in the *Application Changes* section in this handbook.

### 3.3. Equipment Eligibility

Applicants will indicate the EV charging equipment that is proposed for the Project by selecting from qualified equipment in the online application. Applicants may propose to install charging equipment that is not listed provided that the equipment meets the following specifications:

- UL listed.
- Capable of Network Communications and charging data collection.
- Capable of charging more than one vehicle make.
- A minimum output of 50kW is required for DC Fast Chargers.
- New and never previously installed.



## 4. PROJECT SITING

Projects must be located within NV Energy service territory.



## 5. GRANT AMOUNTS

Grants may be awarded for any amount up to 100% of the actual infrastructure costs. Grant amounts will be determined, at the discretion of NV Energy, by considering the Requested Grant Amount.

Up to \$1,000,000 in grant funding may be reserved through June 30, 2022.



## 6. APPLICATION PROCESS

### 6.1. Application Submittal

Applications are submitted online through NV Energy's online application portal. Self-registration is available for any prospective Applicant who does not have an existing online application account at [PowerClerk](#). The application will be available to open and submit on the Program Launch Date.

Applications are reviewed to confirm Host Customer Program eligibility and affirm that required documentation is provided.

Important communications are sent by email to program participants. Accurate email addresses are required for ALL program participants, including Host Customers.

Deficient applications will be returned to the Applicant for corrections. Deficient applications that are not corrected within 20 days of the Applicant being notified of the deficiency are canceled and the application fee is forfeited. If an application is deficient on the published date of review the application will be ineligible for that review. The application may be corrected, according to the deadlines above, and be made eligible for the subsequent review, except for applications in the final review period of the Program year.

#### **An application must include:**

- A recent copy of the Host Customer's NV Energy utility bill.
- For applications where the Host Customer has authorized a Designated Applicant, a fully executed Designated Applicant Authorization Form (provided in the online application).
- Manufacturer's specifications for proposed charging equipment.
- Site plan.
- One-line or other applicable electrical design diagrams.
- Contacts and background of Project leaders.
- Project Business Plan, including:
  - Project Budget detail.
  - Description of Operations and Maintenance Plan.
  - Evidence of supplemental funding sources.
- Description of current Project status, including:
  - Evidence of Project permits, as available.

**Utility Bill:** If NV Energy service has not been established, as in new construction or pending transfer of property title, the Applicant may submit, in place of the utility bill, a document indicating future service with the Host Customer's name and the physical address of the property as it will appear on the NV Energy account (utility bill). NV Energy service must be established before the system can be paid a grant. To demonstrate that service has been established, a copy of a recent utility bill must be provided with the grant claim package.

**Requested Grant Amount:** Applicants will provide, in the online application, the expected cost of the proposed Project and list expected funding sources, identifying each source as secured or pending funding. The difference between the expected Project cost and the total of expected funding sources is the Requested Grant Amount. This amount cannot be higher than 100% of the actual infrastructure and equipment costs.

<p style="text-align: center;"><b>Technology</b></p> <p><i>Ideal: Projects encounter few equipment installation hurdles related and remain dependable and reliable through the system life</i></p>	Proven technology, Commercially available and previously deployed; no technical risks	Unproven technology that has not been commercially available or previously deployed in significant numbers; significant structural or other technical risks
<p style="text-align: center;"><b>System Communications</b></p> <p><i>Ideal: Systems able to participate in future optional demand response programs; system data accessible to Program</i></p>	System enabled with DR/V2G capable communications and control systems; usage data accessible by Program	System not enabled with DR/V2G capable communications and control systems; usage data not accessible by Program
<p style="text-align: center;"><b>Project Leadership</b></p> <p><i>Ideal: Strong management to ensure that Projects progress smoothly from planning to completion</i></p>	Highly qualified team in place, industry leaders, extensive history completing more complex Projects	Project team not well-established or significant members not yet defined, no relevant experience
<p style="text-align: center;"><b>Probability of Completion</b></p> <p><i>Ideal: Projects are completed according to Project schedule and have low likelihood of withdrawing from program</i></p>	Few identified risks, high probability of completion according to or ahead of provided Project schedule	Numerous identified risks, low probability of completing according to provided Project schedule
<p style="text-align: center;"><b>Progress Status</b></p> <p><i>Ideal: Projects with permits approved by local building department, other departments and/or NV Energy; construction ready within a reasonable amount of time following grant award</i></p>	Most or all pre-development work completed, all required approvals identified, approval in place	No pre-development work completed, unsure of what approvals are required, approval unlikely
<p style="text-align: center;"><b>Operations and Maintenance Plan</b></p> <p><i>Ideal: O&amp;M budget is comprehensive with contingent costs, to includes out-of-warranty costs, costs and effort for any change of system ownership, end of life replacement or removal costs</i></p>	Excellent O&M plan, highly-experienced O&M provider, industry-standard or better warranty terms, insurance policy(s), on-site spare parts inventory	No O&M plan, minimal equipment warranties, no installation labor/workmanship warranty or insurance
<p style="text-align: center;"><b>Project Budget</b></p> <p><i>Ideal: Project budget is comprehensive and accurately represents costs and contingencies</i></p>	Complete, detailed, and itemized conservative budget	Significant errors/omissions; largely incomplete; unrealistic
<p style="text-align: center;"><b>Costs</b></p> <p><i>Ideal: Expected Project installation costs are supported by competitive construction bids and are reasonable when compared to similar Projects, using available data from other utilities' incentive programs, and other applications submitted through this program</i></p>	Cost below industry norm, competitive bid, high value for price	Cost significantly higher than norm, single bid, poor value for price
<p style="text-align: center;"><b>Project Financing Risks</b></p> <p><i>Ideal: Project financing plan is realistic and achievable, and supported by evidence of secured funding</i></p>	Minimal Project financing risks, strong mitigation strategies in place	Significant and unmitigated Project financing risks
<p style="text-align: center;"><b>Additional Funding</b></p> <p><i>Ideal: Project financing plan is broadly supported and not overly dependent on program grant</i></p>	at least 50% of proposed Project cost secured from other sources	less than 20% of proposed Project cost secured from other sources
<p style="text-align: center;"><b>Stability</b></p> <p><i>Ideal: Developer has strong record of successful and similar Projects</i></p>	Strong and long-term financial stability	Poor/undemonstrated financial stability

Goals		
Goals	Highly Consistent	Inconsistent
<p><b>Goals</b> <i>Ideal: Project plan clearly identifies community benefit goals for the Project including how the Project benefits long term transportation electrification efforts</i></p>	Goals clearly stated, highly consistent with Legislation	Goals not clearly stated or inconsistent with Legislation
<p><b>Positive Regional Impact</b> <i>Ideal: Project is publicly accessible; reasonable or no cost for use; serve areas most benefited but least market viable, (e.g. rural areas or areas without existing charging); provides benefits that extend beyond individual customers to the broad community</i></p>	Strong benefit to all parties, significant regional impact	Minimal benefit, no regional impact
<p><b>Education</b> <i>Ideal: Project plans include education of benefits and opportunities of transportation electrification</i></p>	Well designed, effective educational component that is likely to increase awareness of EV benefits and EVID opportunities, targeting both expected users of the completed Project and the broad public.	No educational component
<p><b>Utility Benefit</b> <i>Ideal: Project benefits utility and grid. Benefits may include the following distribution elements: thermal, voltage, safety, reliability and power quality. For example, a Project is installed on a distribution feeder with limited hosting capacity due to thermal limitations and the Project increases the hosting capacity capability. Project provides Projected daily operational schedule including potential load impacts.</i></p>	Project plan clearly identifies utility and grid benefits.	Project plan does not describe any utility benefits.

## 6.2. Application Fee

A \$35 non-refundable fee is required for all Applicants. The fee must be received by NV Energy by the application cutoff date. Applications are reviewed when fees are received. Since the fee may be paid by the customer or any other participant in the application, customers should communicate with their Installers before submitting payment. If NV Energy receives duplicate fee payments for the same application, the first payment is posted, and subsequent payments are returned.

The fee may be submitted by check or electronically through the NV Energy ACI Worldwide payment portal, SpeedPay. The link to SpeedPay is provided in the application. The application number generated when the application is submitted must be written on checks and provided in SpeedPay. Application fee checks are not accepted prior to submission of an application. Cash is not accepted. SpeedPay is only available when an NV Energy account number exists. Residential and commercial new construction will not yet have an NV Energy account number, so SpeedPay will not be available; therefore, fee payments for new construction must be made by check.

**Application fees may be mailed to:**  
 NV Energy Clean Energy Programs  
 6100 Neil Road

MS S2A35  
Reno, NV 89520

If a complete grant claim for the Completed system is not submitted prior to the expiration date on the Reservation Notice the application fee is forfeited.

### 6.3. Application Review and Selection Process

NV Energy will review and score complete applications based on the criteria described below. Reviewers will be comprised of the Clean Energy program's technical staff from NV Energy.

**Scoring Criteria:** Scoring is based on the proposed Project's benefits to the goals of the program. Whole points will be assigned according the matrix below. The highest scoring applications in each review cycle will be the first considered for grant award.

### 6.4. Grant Reservation Notice

NV Energy will notify all Applicants of the outcome of the competitive scoring by email through the online application. Selected Applicants will be offered a grant amount that is based on the submitted proposal. Applicants will have ten business days after notice of selection to accept or decline the grant offer. Applicants who accept a grant offer will be issued a Grant Reservation Notice indicating the maximum amount of the grant and the maximum percentage of total Project cost. The notice lists the output power, type of EV Charging Station, and the number of proposed charging ports.

The Host Customer has sole rights to the Reservation Notice. Unless the Applicant has received a grant reservation expiration date extension, as detailed below, the application reservation expires one year from the date listed on the Grant Reservation Notice.

Applicants may check the status of their application by signing into the online application portal. "Active" status indicates that a Reservation Notice has been issued.

Applicants must not begin the installation of the proposed Charging Station until the Grant Reservation Notice has been issued. While preparatory work may be in progress (including Project design, permitting, equipment procurement and "make-ready" construction), a Project will be ineligible for grant funding if the installation of the proposed Charging Station begins before the Grant Reservation Notice has been issued.

**One-Time, One Year Reservation Extension:** An Applicant who has received a Grant Reservation Notice can request a one-time, one-year extension to the expiration date listed on the notice. Applicants will be required to submit, prior to the original expiration date, proof of progress and intent to complete the Project.

The proof of progress is subject to review and approval by NV Energy and may include, without limitation:

- Evidence that substantial percentage of Project construction has been completed.
- Evidence that the principal components of the system have been purchased and delivered to the installation location.
- Evidence of substantial non-refundable payments of installation costs.

Applicants must also provide an attestation, signed by the Host Customer, Installer and System Owner,

of their intent to complete the system and acknowledgement that the Project will not be eligible for grant funding if not completed by the extended expiration date.

## 6.5. Application Changes

**Installation Location:** Changes may require submission of new documents and requalification. Applicants and Host Customers may request to change the installation address of a reservation to another address with the same Host Customer. Changes must be requested in writing to NV Energy. Location changes will require that the Applicant provide a copy of a recent NV Energy bill for the proposed location. The new installation location is recorded in the online application, but the Grant Reservation Notice is not revised. The terms of the original Grant Reservation Notice apply to the new installation location.

**Applicant or Installer:** Host Customers may change or rescind affiliation with any of the parties of the original application with written notice to NV Energy. The Installer may be changed by either the Applicant, System Owner or the Host Customer with written notice to NV Energy.

**Host Customer:** The Host Customer name for an application may be changed before Project completion by the original Host Customer with written request to NV Energy. A copy of a recent utility bill in the name of the new Host Customer must be provided with the change request.

## 7. GRANT CLAIM

The Applicant requests payment of grant funding for a completed Project by submitting the grant claim package prior to the expiration date listed on the Grant Reservation Notice. The grant claim is submitted through NV Energy's online application portal, similar to submitting the original application. The final grant amount is determined by the actual installed system and may not exceed the amount listed on the Grant Reservation Notice.

If a grant claim package is incomplete and suspended, the Applicant has 60 days to make corrections. If the correction is not received within 30 days, NV Energy will send a final notice indicating that the Applicant has 30 days to correct or their application will be forfeited. In the case that a grant application is forfeited the system may still be connected but the reserved grant funds and the application fee are forfeited.

The grant claim must include the following:

- **Signed Grant Claim Form:** If an Applicant changes system details from those originally proposed, then the Applicant must modify the system details in the Grant Claim Form.
- **Invoices:** Copy of the final invoice(s) for installation and equipment. NV Energy will validate declared system costs by comparing the invoice to the as-built system.
- **Building Permits:** A copy of the satisfied building permit from the local jurisdiction indicating the date of satisfactory final system inspection. (In the case of jurisdictions that do not have a building official, verification by a Nevada licensed professional engineer is required attesting to compliance with all applicable state, county, and federal codes and ordinances.)
- **Pictures:** Photos of the installed EV charging station(s) that clearly show the completed Project and equipment nameplate information.

## 8. INSPECTIONS

Projects may be selected randomly for inspection, and NV Energy may inspect other Projects at its discretion. The Program post inspection verifies the information contained in the grant claim, including:

- Installation location.
- Installed equipment.
- Verification that the final installation invoice matches actual installed system and information in the claim.

If the Program post inspection identifies any information or conditions that need to be corrected or verified by the Host Customer or Installer, NV Energy will notify the Host Customer and Installer of the required corrections. Once those corrections are made, NV Energy will confirm the corrections have been made and continue processing the Grant Claim.



## 9. GRANT PAYMENTS

Grant payments are processed only after installation and submittal of the grant claim package. Payments are issued to the payee as indicated on the Grant Claim Form. Payees must provide NV Energy with a W-9 Form in the same name as the payee on the online application. NV Energy will issue an Internal Revenue Service 1099-MISC to all payees at the end of each year in which grants are paid. To protect payee privacy, W-9 forms are not submitted in the grant claim but are submitted directly to NV Energy. Grant payments are not made until the W-9 is provided.



## 10. CANCELLATION, WITHDRAWAL AND FORFEITURE

**Cancellation:** An application that has not yet been approved and issued a Reservation Notice may be cancelled by written or verbal request from the Applicant, Installer, System Owner or Host Customer.

**Withdrawal:** An application that has been issued a Reservation Notice may be withdrawn from the Program by written request directly from the Host Customer to NV Energy. A withdrawal form is available in the online application portal.

**Forfeiture:** An application is forfeited if the complete grant claim is not submitted by the expiration date listed on the Reservation Notice or the date granted for the extension.

Reserved grant funds for withdrawn and forfeited applications are returned to the Program and these applications are no longer eligible for payment to the Applicant. Host Customers may reapply to the program, but subsequent applications are subject to the Program rules in place at the time of the new application.



## 11. CONTACT INFORMATION

More information on NV Energy's programs and services can be found on our website at [nvenergy.com](http://nvenergy.com).

Website: [Electric Vehicles Custom Grant Program](#)

Email: [cleanenergy@nvenergy.com](mailto:cleanenergy@nvenergy.com)

Toll-Free: 866-786-3823

Fax: 775-402-0339

Application Portal: [PowerClerk](#)