



PROGRAM GUIDE FOR
CleanBC Go Electric Commercial Vehicle Pilots Program

Date: February 9, 2021

Funded by the Province of British Columbia

Contents

Abbreviations.....	1
Glossary	1
1. Introduction.....	2
2. Program Overview	3
2.1. Program Management.....	3
2.2. Program Communications	4
2.3. Program Structure	4
3. Eligibility Requirements	6
3.1. Applicant Eligibility Requirements.....	6
3.2. Vehicle Eligibility Requirements.....	6
3.2.1. Minimum Number Purchased.....	6
3.2.2. Gross Vehicle Weight Rating	6
3.2.3. Emit Zero Carbon Dioxide During Operation.....	7
3.2.4. Be New	7
3.2.5. Be Certified.....	8
3.2.6. Time in British Columbia	8
3.2.7. Purchased or Leased in Canada.....	9
3.3. Eligible Energy Infrastructure.....	9
3.4. Data Collection Agreement.....	10
4. Application Process	11
4.1. How to Apply	11
4.2. Number of Applications	12
4.3. Application Submission Process.....	12
4.4. Screening Criteria.....	12

- 4.5. Evaluation Criteria 12
- 5. Terms of Funding..... 14
 - 5.1. Funding Structure for Projects 14
 - 5.1.1. Incentive Amounts for Leased Vehicles 14
 - 5.2. Funding Stacking and Matching Rules 14
 - 5.3. Eligible and Ineligible Costs..... 15
 - 5.4. Timing of Eligible Expenses 15
- 6. Approval and Contribution Agreements 16

Abbreviations

B.C. – British Columbia

MEMLI - Ministry of Energy, Mines and Low Carbon Innovation

MNP LLP– MNP Limited Liability Partnership

OEM – Original Equipment Manufacturer

ZEV – Zero-Emission Vehicle, used to refer to battery electric vehicles, hydrogen fuel cell electric vehicles, and plug-in hybrid electric vehicles

GVWR – Gross Vehicle Weight Rating

Glossary

Advisory Committee – a committee comprised of MEMLI and commercial ZEV experts who will evaluate and rank applications in accordance with Program evaluation criteria.

Call for Applications – ongoing application process that will receive project applications from applicants, on an ongoing, continuous basis, until program funds are fully allocated.

Contribution Agreement – an agreement made between the Delivery Agent and the successful applicant outlining funding amounts awarded and terms and conditions.

Delivery Agent – external entity administering the Program on behalf of the Province of British Columbia. MNP LLP is the Delivery Agent for the CleanBC Go Electric Commercial Vehicle Pilots Program.

Evaluation Criteria – parameters set out in the Program Guide against which applications will be assessed.

Program Guide – this document, which outlines the purpose, scope, and details of the CleanBC Go Electric Commercial Vehicle Pilots Program.

Commercial ZEV – A ZEV that includes on-road vehicles with a gross vehicle weight rating higher than 4,536 kg, including medium- and heavy-duty vans and trucks, buses, or marine vessels, aircraft, rail, etc., used for the transport of goods or for mass transport of people.

1. Introduction

The CleanBC Go Electric Program is intended to encourage and accelerate the adoption of zero-emission vehicles (ZEVs) in British Columbia (B.C.) for both their environmental and economic benefits. The CleanBC Go Electric Commercial Vehicle Pilots Program (the Program) is a sub-program of the CleanBC Go Electric Program, and is designed to reduce barriers to the adoption of commercial ZEVs.

In the commercial vehicle sector, there are two main CleanBC Go Electric Programs:

- 1) The CleanBC Go Electric Specialty Use Vehicle Incentive (SUVI) Program for applicants seeking support for the deployment of commercially available ZEVs, and
- 2) The CleanBC Go Electric Commercial Vehicle Pilots Program (the subject of this Program Guide), for applicants seeking support for both deploying early market ZEVs and installing charging/fuelling infrastructure, and who will collect and share data on their projects to inform future deployments of similar vehicles, future programming, and future development of ZEV technologies.

Funded by the Ministry of Energy, Mines and Low Carbon Innovation (MEMLI) and administered by the Delivery Agent, MNP LLP, the Program is intended to encourage and accelerate the adoption of on-and-off-road medium- and heavy-duty vehicles, aircraft, marine vessels, and rail ZEVs in B.C. Increased use of ZEVs such as battery electric and hydrogen fuel cell electric vehicles will help shift spending on imported transportation fuels to locally made electricity and hydrogen, and stimulate jobs and economic development in the local clean technology sector. ZEVs in both on-road and off-road categories (such as aircraft, marine vessels, rail, and other off-road equipment) are supported through this Program.

The Program consists of two main components:

1. Funding support up to 1/3 of total project costs for eligible ZEV and infrastructure projects, and
2. Collection, analysis, and sharing of data and lessons learned on the project

deployments.

Goals of the Program include:

- Making ZEVs more affordable for British Columbians.
- Gaining knowledge of operational capabilities and costs of relevant ZEV technologies for the commercial transport space, to improve adoption rates and availability of the best technology options in B.C.
- Accelerating the transition of on- and off-road, medium- and heavy-duty vehicles to zero-emission technology, and reducing emissions in the commercial vehicle sector.

The following Program Guide provides details of the eligibility requirements and application process to participate in the Program. The Program Guide may be periodically updated as needed by MEMLI to clarify Program requirements and improve Program effectiveness.

2. Program Overview

The Program consists of the following primary components:

- An ongoing, continuous intake, Call for Applications to receive vehicle and/or infrastructure funding support, and
- The collection of technical and operational performance data for both vehicles and infrastructure supported with Program funding.

The Program will run until March 31, 2023, or until all funds are exhausted and all vehicles funded by the Program have completed their required data collection period. All applications to the Program are subject to the availability of Program funds.

2.1. Program Management

MEMLI is responsible for the overall Program management, including ensuring the Program and its delivery partners meet expectations. In order to meet Program targets,

MEMLI can modify any component of the Program at any time and reserves the right to change or terminate the Program at any time without notice.

Within the Program, the call for funding and the data collection will be administered by the Delivery Agent, MNP LLP, under contract with MEMLI.

2.2. Program Communications

Information about the Program and how to access funding will be posted on the [Province's CleanBC Go Electric website](#). The website will link to a separate, dedicated Program website (<https://cvpbc.ca/>) that will be updated regularly to ensure that the information is meeting the needs of the Program and to ensure that it addresses common questions from potential applicants. The dedicated Program website will contain all necessary information detailing the process for applying to the Program, including application forms.

Successful applicants will be required to engage in regular project updates (e.g. phone calls) with the Delivery Agent and/or MEMLI. The frequency of these communications will be determined based on the scale and scope of the successful applicant's project but will not occur more frequently than once a month.

Enquiries related to the administration of the CleanBC Go Electric Commercial Vehicle Pilots Program including, but not limited to, eligibility requirements, and application processing, should be directed to admin@cvpbc.ca.

Enquiries related to the overall administration of CleanBC Go Electric Programs and ZEV policy should be directed to MEMLI at: ZEVPrograms@gov.bc.ca.

2.3. Program Structure

The organizational structure of the Program will consist of the Province (MEMLI), the Delivery Agent (MNP LLP), and an Advisory Committee.

Ministry of Energy, Mines & Low Carbon Innovation

MEMLI is responsible for overall Program design and oversight, including ensuring the Program and its delivery partner meets expectations. Specifically, the role of MEMLI is summarized as follows, but it is not an exhaustive list:

- Provide funding to the Program,
- Provide direction in the delivery of the Program,
- Report on the level of success in achieving Program objectives in the context of broader Go Electric program reporting,
- Participate in regular meetings with the delivery agent,
- Review Program applicants and projects,
- Participate in the Advisory Committee,
- Participate in regular meetings and communications with successful funding applicants,
- Receive and review progress reports and final reports, and
- Monitor projects.

Delivery Agent (MNP LLP)

As the Delivery Agent, MNP LLP will fill the role of Program administrator. This involves management and delivery of the Program, meeting Program requirements and deliverables, developing marketing and outreach materials for the Program, managing funding calls, entering into Contribution Agreements with successful applicants, ensuring applicants meet all Program requirements, processing interim and final payments, and implementing Program administrative processes.

MNP LLP will also be responsible for data collection processes, including overseeing the installation of data logging equipment across all vehicle deployments, arranging for the installation of telematics systems on the vehicles of successful applicants, conducting surveys and other means of collecting information on the projects, and ensuring the delivery of data back to MEMLI.

3. Eligibility Requirements

For projects to be eligible for funding, they must satisfy the following eligibility criteria.

3.1. Applicant Eligibility Requirements

Program support is available to eligible public and private fleets. The purchaser / lessee of the vehicle technology must be the primary applicant for any Program applications. The primary applicant must be a business, not-for-profit, local government, Indigenous government, or public sector organization (excluding Provincial Ministries and Crowns, but including non-core entities, e.g. health authorities, school districts, etc.) located and operating in B.C. All businesses must be licensed to operate in B.C. When applying to the Program, a copy of a valid B.C. business license must be provided if applicable.

Consortiums are welcome to apply if the purchaser / lessee of the vehicle and infrastructure technology is the primary applicant.

3.2. Vehicle Eligibility Requirements

In order for vehicles to qualify for funding, they must satisfy the following requirements:

3.2.1. Minimum Number Purchased

Applications seeking support for on-road weight class 3 and 4 must deploy a minimum of six ZEVs. For weight class 5 and 6, applications must deploy a minimum of three ZEVs. For weight class 7 and 8, and off-road vehicle types, there is no minimum vehicle deployment number.

For applications seeking funding for infrastructure only, proof of sufficient ZEV numbers to warrant the infrastructure funding request must be shown.

3.2.2. Gross Vehicle Weight Rating

All on-road vehicles must exceed a gross vehicle weight rating (GVWR) of 4,536 kg (Weight Class 3 and above) in order to qualify for Program funding. Off-road vehicles are not subject to any GVWR restrictions.

Vehicle Class and GVWR is in accordance with Transport Canada's Guidance

document for the *Heavy-duty Vehicle and Engine Greenhouse Gas Emission Regulations* made under the *Canadian Environmental Protection Act, 1999*.

Weight class	Heavy-duty vehicle having a GVWR of more than:	...but not more than:
Class 3	4 536 kg (10 000 lb)	6 350 kg (14 000 lb)
Class 4	6 350 kg (14 000 lb)	7 257 kg (16 000 lb)
Class 5	7 257 kg (16 000 lb)	8 845 kg (19 500 lb)
Class 6	8 845 kg (19 500 lb)	11 793 kg (26 000 lb)
Class 7	11 793 kg (26 000 lb)	14 969 kg (33 000 lb)
Class 8	14 969 kg (33 000 lb)	n/a

3.2.3. Emit Zero Carbon Dioxide During Operation

To be considered a “Zero-Emission Vehicle” (ZEV) and be eligible for Program funding, both on-road and off-road equipment must be propelled by electricity or hydrogen from an external source (i.e. either plug-in to an external outlet or be fueled with hydrogen to energize the vehicle).

All Class 3-8 on-road vehicles supported by this Program must have zero tailpipe emissions associated with their operation (i.e. be either full battery electric or hydrogen fuel cell electric vehicles). In addition, on-road vehicles must demonstrate a 56 kilometre all-electric range, or if fast-charge compatible, the vehicle must demonstrate a 32 kilometre all-electric range.

For the off-road category, vehicle technologies must have zero tailpipe emissions associated with their operation at least part of the time (i.e. utilize battery electric, plug-in hybrid, or hydrogen fuel-cell technologies).

3.2.4. Be New

To be eligible, on-road vehicles must be a new vehicle constructed entirely from new parts that have never been the subject of a retail sale, or previously registered in B.C.

or another jurisdiction. The Original Equipment Manufacturer (OEM) or its authorized licensee must manufacture the vehicle. Registration of out-of-province vehicles are not eligible. If the vehicle is not new, has been re-leased, is the subject of a lease assumption or has been transferred into B.C. after previously having been registered out of province, the vehicle is not eligible for funding through the Program. Aftermarket on-road vehicle conversions may be considered for Program funding support dependent upon proof of sufficient innovation offered and dependent on the magnitude of the secondary benefits of the project (such as local economic development, sectoral transformation potential, etc.).

In the off-road category, Program funding may be used to support projects that retrofit existing vehicles with zero-emission technology as well as entirely new vehicles as described in the on-road “new” eligibility requirements in the previous paragraph.

3.2.5. Be Certified

The on-road vehicle must be either covered by a US Environmental Protection Agency (EPA) certificate or be deemed to be covered by an EPA certificate in accordance with the On-Road Vehicle and Engine Emission Regulation under the Canadian Environmental Protection Act, 1999 (CEPA,1999), and must meet all requirements outlined in Transport Canada’s *Motor Vehicle Safety Act* and its regulations.

Vehicles in the off-road category must be covered by Canadian emission regulations where appropriate.

3.2.6. Time in British Columbia

On-road vehicles supported through the Program must remain plated, registered, and insured in B.C. in the applicant’s name for at least 12 months from date of sale or lease. If, before the 12 months is up, the applicant does not abide by all the above conditions, the applicant may be required to repay the full amount of the funding awarded. If for any reason this is not possible, applicants must inform the Program team.

For off-road vehicles such as rail and marine, the vehicles must remain operational in

B.C. in the applicant's name for at least 12 months from the date of sale or lease, and be majority operated in B.C. for a minimum of 90% of its operational hours. If this requirement is not met, the applicant may be required to repay the full amount of the funding awarded.

3.2.7. Purchased or Leased in Canada

To be eligible for the Program the vehicle must be purchased or leased within Canada. Vehicles purchased outside Canada will not be eligible. Arrangements can be made to accommodate vehicles that cannot be purchased in Canada. Applicants must inform the Program team if such conditions apply to their application.

3.3. Eligible Energy Infrastructure

The Program supports a variety of energy infrastructure: Level 2 and above for electric charging infrastructure, as well as hydrogen fuelling infrastructure. Charging and fuelling infrastructure must meet the following conditions where appropriate:

- Approved for sale and use in Canada
- Be for a new installation or expansion of an existing installation (not for the replacement of an existing installation)
- For electric charging infrastructure:
 - Have cUL, cETL, or CSA certification
 - Be new and purchased or leased for a minimum term of five years
 - Be a permanent installation (mounted or fixed models) or be operational in B.C. for at least five years
- For hydrogen fuelling infrastructure:
 - Hydrogen dispensed should meet quality requirements of SAE International J2719, *Hydrogen Fuel Quality of Fuel Cell Vehicles*
 - Be operational in B.C. for at least 12 months

Funding support is conditional upon appropriate justification for the proposed infrastructure by the applicant.

Applications for infrastructure funding support without vehicle support should show that

funded infrastructure will be imminently supporting the same minimum number of vehicles as required under vehicle funding applications:

- minimum of 6 ZEVs for on-road weight class 3 and 4,
- minimum of 3 ZEVs for on-road weight class 5 and 6,
- minimum of 1 ZEV for on-road weight class 7 and 8 and off-road vehicles.

Or some combination of the above numbers. Additionally, infrastructure must be primarily used to support vehicles that are eligible under this Program's eligibility criteria.

3.4. Data Collection Agreement

To be eligible for Program funding, the primary applicant must agree to the collection of telematics performance data and to provide detailed responses to questionnaire-based requests for all vehicles and infrastructure supported with Program funding, along with one or two conventionally fueled vehicles (if available within the fleet). Data-logging equipment must be installed on both vehicles and infrastructure that receive project funding as well as one or two conventionally fueled alternatives (if available within the fleet). The required telematics data collection period will be dependent on typical vehicle duty cycle, but it is intended that the Program capture at least 12 months of typical use. 'Typical use' is defined as the use of traditional vehicles in the fleet that will be replaced by ZEV technology. The data will be used to characterize the technical, economic, and environmental performance of ZEV deployments across the province. MEMLI will have unrestricted access to data collected during the Program.

For fleets with unionized employees or privacy concerns regarding location data of vehicle use, the analysis and reporting of data and results can be moderated such that no personally identifiable characteristics are reported publicly.

MEMLI, in collaboration with MNP LLP and Program participants, will determine the appropriate data logging equipment, survey methodologies, and other data collection methods for use in all successful Program projects.

The Program will have several pre-qualified telematics service providers that meet the

Program data collection requirements. Alternatively, if the applicant already has a telematics service provider for their fleet and that organization is not on the pre-qualified list, the applicant can use that service provider, contingent on the ability of the telematics service provider to meet the data collection requirements. Assessing whether a non-pre-qualified telematics service provider meets data collection requirements will be completed by MNP LLP prior to executing Contribution Agreements with successful applicants.

4. Application Process

The Program will have a standing Call for Applications to find suitable organizations to receive funding to deploy eligible ZEVs and supporting energy infrastructure.

The application process includes the following steps:

- MNP LLP will solicit applications through a continuous intake Call for Applications that will be open for a period of twelve months or until Program funds are fully subscribed.
- The Advisory Committee will meet every three months to review applications according to the Evaluation Criteria to determine whether to award funding.
- When a review is complete, successful applicants will be notified and Contribution Agreements will be arranged subject to any outstanding information requests from MEMLI.

4.1. How to Apply

All relevant eligibility criteria and templates will be available on the Program website (www.cvpbc.ca). The following steps are recommended for prospective applicants:

1. Determine eligibility by reviewing proponent, vehicle, and infrastructure eligibility requirements.
2. Set up an introductory call via admin@cvpbc.ca.
3. Download and complete the applicant template.
4. Download and complete the budget template.
5. Submit the application with supporting documents.

6. Wait for response from the CVP Program team

4.2. Number of Applications

An applicant may submit multiple projects to the Call for Applications as long as the submissions are requesting support for separate vehicle and infrastructure projects. Otherwise, there is no limit on the number of submissions an applicant may make to the Program.

4.3. Application Submission Process

Once the application window is opened, projects can be submitted until the application window has closed. Partial or incomplete submissions will not be accepted.

All applications received within a three-month period will be reviewed by the Advisory Committee using the screening and Evaluation Criteria. If the Advisory Committee requires further information from the applicant to make a decision, they will be contacted by CVP Program team via the contact information provided on the application. Once the Advisory Committee has completed their evaluation of the application, an official response will be given to the applicant.

4.4. Screening Criteria

An application may be screened out immediately, prior to a detailed review, if one or more of the following factors apply:

- The application is not written in English,
- The application is not sufficiently comprehensible or easy to read,
- The application is incomplete and/or does not provide sufficient information for a proper evaluation, or
- The application does not meet the eligibility criteria.

4.5. Evaluation Criteria

The following is an overview of the evaluation criteria that will be used to evaluate applications in the class 3-8 on-road and off-road vehicle categories during the review process.

Table 1: Class 3-8 On-Road and Off-Road vehicle category application evaluation criteria.

Criterion	Description
1. Greenhouse Gas (GHG) emissions	The scoring in this category will be quantitatively linked to GHG emission reductions that the project achieves during its CVP funded lifetime.
2. Air quality, health, community, and clean energy co-benefits	This category would allow for a subjective scoring of the project for other air quality, health, community and other clean energy co-benefits it might have during its CVP funded lifetime.
3. Developed and achievable	This category will score the project based on how achievable the deployment is and how quickly the vehicles and/or infrastructure can be put into active operation.
4. Broader Organizational commitments	This category will score the project based on the existence and level of detail of any organizational commitments for ZEV deployment in the applicants broader operations.
5. Demonstrated need for funding and leveraging of external fund	This category will score the project's proposed budget and whether there is a demonstrated need for funding, or whether the project is likely to proceed without CVP funding.
6. Innovation and potential to enable longer-term and larger-scale transformation of ZEVs across various commercial modes, sectors, and uses	This category will score the application on its ability to foster larger scale change through the deployment of vehicles and/or infrastructure within a particular mode/vocation. In other words, does this particular deployment represent a large share of transportation emissions in the province, based on the B.C. greenhouse gas emissions inventory?

5. Terms of Funding

There is a total of \$11 million in funding available through the Program.

5.1. Funding Structure for Projects

The Program provides funding support to successful applicants towards the purchase or lease of eligible vehicles and supporting infrastructure depending on the scale of the proposed application, and towards the collection of data. Specific application constraints are:

- Maximum Funding Amount: each applicant will be limited to a Program rebate of no more than of 1/3 (one third) of eligible vehicle and infrastructure costs,
- Energy Infrastructure Funding: the Program can support infrastructure without providing vehicle support funding, provided that vehicles are already purchased/leased and/or owned/leased or are deployed concurrently with Program-funded infrastructure. Immediate need of infrastructure must be clearly shown in order to receive funding support.

5.1.1. Incentive Amounts for Leased Vehicles

Leased vehicles are eligible for funding that will be scaled based on the term of the lease.

5.2. Funding Stacking and Matching Rules

There are several other CleanBC programs and national programs currently in the market that may offer rebates for commercial ZEVs or support ZEV energy infrastructure. Such programs may include, but are not limited to:

- CleanBC Go Electric Specialty Use Vehicle Incentive Program,
- CleanBC Industrial Incentive Program,
- CleanBC Communities Fund,
- CleanBC Go Electric Public Charger Program,
- CleanBC Go Electric Hydrogen Fuelling and Fleet Program,
- Natural Resources Canada (NRCan) Zero Emission Vehicle Infrastructure Program (ZEVIP), and,

- NRCan Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative (EVAFIDI).

Currently MEMLI has partnered with NRCan on both programs listed above to provide additional funding for B.C based direct current fast charging (DCFC) projects. Successful applicants to the NRCan programs completing DCFC projects in B.C. are automatically eligible for B.C. funding. Any station that receives MEMLI funding through the ZEVIP or EVAFIDI will not be eligible for funding for stations through the CleanBC Go Electric Commercial Vehicle Pilots Program.

The stacking of provincial funding with ZEVIP, EVAFIDI, and other CleanBC Programs is not permitted. Stacking of funding from other government funding programs with the CleanBC Go Electric Commercial Vehicle Pilots Program will be limited to 75% of eligible project costs, except in the case where the applicant is a local or Indigenous government or their department or agency in which case the stacking limit for government funding is 100% of the total project costs. Funding from other sources will be allowed as long as funding amounts do not exceed total project costs. Reporting of applications for other government funding for the use toward a project funded under the CleanBC Go Electric Commercial Vehicle Pilots Program is mandatory.

5.3. Eligible and Ineligible Costs

Funding delivered to successful applicants cannot exceed one third of total eligible project costs. Eligible project costs include capital expenditures for vehicles and energy infrastructure, as well as site design, electrical design, installation (including labour and materials), and utility connection fees for energy infrastructure.

5.4. Timing of Eligible Expenses

All eligible expenses must be incurred after the date that the Contribution Agreement is signed between MNP LLP and the applicant. Funding of capital expenses cannot be retroactive to a time prior to the signing of the Contribution Agreement.

Applicants are advised that if a Contribution Agreement is not executed for any reason, costs incurred will not be reimbursed by MEMLI and under no circumstances will

disbursements be made prior to execution of the Contribution Agreement.

6. Approval and Contribution Agreements

Upon notification of a successful application review, applicants and MNP LLP will enter into a Contribution Agreement that sets out the terms and conditions of funding. This will confirm both parties understanding of the project, the maximum contributions and amounts to which the applicant is entitled, the reporting requirements, and the payment terms and conditions.

The Contribution Agreement will be a standardized document that reflects the requirements and expectations set out in this Program Guide. It will be available to applicants upon request.