

Ministry of Transportation

# **Electric Vehicle (EV) ChargeON**

## **Program Guide**

**2023-2024**

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## 1 PROGRAM OVERVIEW

### 1.1 EV ChargeON Program

The EV ChargeON Program (“Program” or “EV ChargeON”) supports the installation of public electric vehicle (EV) Charging Stations in Ontario communities outside of large urban centres. The Program is administered by the Ministry of Transportation (“Ministry”) and aims to improve network coverage of EV fast chargers to reduce range anxiety by filling existing gaps and support long-distance travel.

EV ChargeON is a competitive, application-based grant program offering up to 50-75% of capital funding through post-construction rebates. Level 2 and Level 3 public Charging Stations are eligible for funding in amounts that are proportional to Charger’s power output. The Program is open to eligible public and private sector applicants.

The terms and expressions capitalized throughout this Program Guide are defined in Appendix A.

### 1.2 How to Participate in the Program

To participate in the Program, Applicants must meet the Program terms and conditions, including the eligibility criteria, set out in this Program Guide. Applicants must apply online through [Transfer Payment Ontario](https://www.ontario.ca/page/get-funding-ontario-government) (<https://www.ontario.ca/page/get-funding-ontario-government>).

Recipients will be sent a Letter of Agreement confirming the approved Project and Program Funds. Approved Projects must be completed within 24 months from the date of the receipt of the Letter of Agreement. After completion, Recipients will submit a Project Completion Report and applicable invoices to the Ministry for review. When the Project Completion Report is approved, the Ministry will release the approved Program Funds.

### 1.3 Contact Us

**For questions regarding Program requirements or eligibility, contact the Ministry:**

By Email: [evchargeon@ontario.ca](mailto:evchargeon@ontario.ca)

**For assistance with the Transfer Payment Ontario system:**

By Email: [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca)

By Phone: (416) 325-6691 or 1-855-216-3090,  
Monday to Friday, 8:30 a.m. to 5:00 p.m. ET

## 1.4 Key Dates and Project Timelines

Date	Activity
<b>October 20, 2023</b>	EV ChargeON Program launch. Application period opens.
<b>January 31, 2024</b>	Application period closes at 5:00 p.m. EST.
<b>Winter 2024</b>	Ministry reviews and evaluates Applications.
<b>Spring 2024</b>	Recipient receives and returns to the Ministry a signed copy of the Letter of Agreement.
<b>At 6, 12 and 18 months from Letter of Agreement</b>	Ministry outreach to Recipients for progress updates on approved Projects.
<b>Up to 24 months from Letter of Agreement</b>	Recipients have up to 24 months from receipt of Letter of Agreement date to complete installation and operationalize their approved EV charger(s). Recipients submit Project Completion Report to the Ministry. Ministry reviews and, subject to compliance with Program requirements, releases Project Funds.
<b>Five years following Project Completion</b>	Recipients submit Annual Usage Reports to the Ministry showing the usage data for the previous 12 months, starting on or about the first anniversary of Project Completion Date for a five-year period.

## 2 ELIGIBILITY CRITERIA

### 2.1 Eligible Applicants

Both public and private sector entities (i.e., legal entities incorporated or registered in Ontario) are eligible to participate in the EV ChargeON Program.

To be eligible for the Program an Applicant must be:

- the current property owner, or provide proof of access to the Site, or provide written evidence of Band Council support to install and operate/maintain the charging infrastructure for a minimum five-year period; and,
- a business<sup>1</sup>, not-for-profit corporation, municipality, Indigenous community, Indigenous organization, or broader public sector organization (e.g., hospitals, universities, colleges, school boards) located and operating in Ontario.

For greater clarity, the following entities are not eligible to apply under this Program:

- Individuals;
- Federal, provincial or territorial governments, and their respective ministries, departments, entities, agencies, and Crown corporations.

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<sup>1</sup> For the purposes of this Program, an Indigenous business is at least 51% owned and controlled by an Indigenous person. An Indigenous business can be sole proprietorship, limited company, co-operative, partnership or not-for-profit organization.

## 2.2 Eligible Project Locations

Charging Stations funded by this Program must be in Ontario and must be Publicly Accessible 24 hour per day, 365 days per year. EV chargers that cannot be used by the general public are ineligible for this Program.

The following are considered eligible locations for the installation of EV chargers under this Program:

- Communities with populations less than or equal to 170,000 people<sup>2</sup>;
- Any Indigenous community in Ontario.

To view a map of eligible locations, please visit the [EV ChargeON webpage](https://www.ontario.ca/page/ev-chargeon-program) (<https://www.ontario.ca/page/ev-chargeon-program>).

## 2.3 Site and Infrastructure Requirements

A Site may include Level 2 Charging Stations, Level 3 Charging Stations, or a combination of the two, if the following requirements are met:

Category	Requirements
<b>Number of Level 2 Ports</b>	<ul style="list-style-type: none"> <li>• <b>Level 2:</b> Minimum four Level 2 Ports per Site.</li> </ul>
<b>Number of Level 3 Ports</b>	<ul style="list-style-type: none"> <li>• <b>Level 3:</b> Minimum one Level 3 Port if co-located with a Level 2 Port. Minimum two Level 3 Ports if not co-located with Level 2 Port(s).</li> <li>• To provide redundancy to the Site, Tandem Installations are required to meet these minimums (i.e., a single Multi-Port Charger on its own does not fulfill the minimum requirements for Level 3 Ports).           <ul style="list-style-type: none"> <li>• If there is another public Level 3 Charger within 5 km of the proposed Site<sup>3</sup>, this redundancy requirement does not apply (i.e., a single Multi-Port Charger is acceptable).</li> </ul> </li> </ul>
<b>Eligible Connector Types</b>	<ul style="list-style-type: none"> <li>• <b>Level 2:</b> SAE J1772 standard</li> <li>• <b>Level 3:</b> Combined Charging System (CCS) connectors must represent a minimum of 25% of the connectors at a Site. The remaining connector types may include CCS, NACS or CHAdeMO.</li> </ul>
<b>Installation</b>	<ul style="list-style-type: none"> <li>• Commitment to performing work in accordance with local and provincial codes (e.g., building, electrical, accessibility, zoning, parking, environmental).</li> <li>• Installed by a licensed electrical contractor in compliance with the Ontario Electrical Safety Code.</li> <li>• Not replacing an existing charger.</li> </ul>
<b>Chargers</b>	<ul style="list-style-type: none"> <li>• Be new and purchased (not leased) after program launch date.</li> <li>• Permanent hard-wired installation (mounted or fixed).</li> </ul>

<sup>2</sup> Defined using 2021 Statistic Canada Census Subdivision data.

<sup>3</sup> Refer to the Government of Canada's [Zero-emission vehicle charging stations locator \(canada.ca\)](https://canada.ca)

Category	Requirements
	<ul style="list-style-type: none"> <li>Certified for use in Canada (e.g., CSA, UL, Interlink) and be commercially available.</li> <li>Remain operational for a minimum of five years or be replaced with a charger of equal or higher output that remains operational for five years from the date of the original project installation.</li> </ul>
Payment Standards	<ul style="list-style-type: none"> <li>If payment is required, include at least one method of payment that does not require a charging network account, membership or app.</li> </ul>
Data & Connectivity	<ul style="list-style-type: none"> <li>Be networked and Open Charge Point Protocol Compliant (version 1.6 or higher and be capable of being remotely upgraded to the latest OCPP version when a new version becomes available by the hardware supplier) by date of installation.</li> </ul>
Accessibility	<ul style="list-style-type: none"> <li>Dedicated parking spaces for EV charging only.</li> <li>Comply with the <i>Accessibility for Ontarians with Disabilities Act, 2005</i>, its standards, and requirements of local codes and regulations.</li> </ul>

## 2.4 Eligible Expenditures

Until Project approval, there is no commitment or obligation on the part of the Ministry to make a financial contribution to any Project. The Ministry will only reimburse eligible expenditures for an approved Project for costs incurred during the Eligible Expenditure Period. If an Applicant incurs costs after Program launch, but prior to receiving a Letter of Agreement from the Ministry, the costs are eligible towards the Total Project Costs, but may not be claimed for reimbursement under the Program.

In the Application Form, an Applicant must demonstrate existing financing or intent to finance 100% of Project costs prior to seeking reimbursement from the Ministry.

Eligible expenditures for any Project **must be directly related to, and necessary for, the implementation and conduct of the Project**. Refer to the table below for details on which expenditures are eligible towards the Total Project Costs (i.e., may make up an Applicant's or other contributor's share of the contribution) and which are eligible for reimbursement under the Program:

Expenditure	Description	Eligible towards Total Project Costs	Eligible for EV ChargeON reimbursement
Capital expenses	An expenditure that results in an enduring benefit, as required by the project. Can include, but are not limited to, the purchase of charging equipment, costs associated with site preparation	Yes	Yes

Expenditure	Description	Eligible towards Total Project Costs	Eligible for EV ChargeON reimbursement
	and finishing, and networking equipment.		
<b>Professional services</b>	Costs for the purchase of additional support required for the completion of the project. Can include scientific, technical, management; contracting; engineering; construction; installation, testing and commissioning of equipment; training; marketing; data collection; logistics; printing; signage; distribution.	Yes	Yes
<b>Rental fees or leasing costs</b>	Cost to rent or lease any equipment needed for the conduct of the project, which can include construction equipment.	Yes	Yes
<b>License fees and permits</b>	Typically include any municipal, provincial or federal licences or permits for setting up the fuelling/charging infrastructure. This can include safety permits, business permits, environmental permits, etc.	Yes	Yes
<b>Salary and benefits</b>	Salaries include wages for all personnel with direct involvement in the project, such as engineers, construction staff and technical advisers. All eligible personnel must be employees on the proponent's payroll. Benefits are defined as a reasonable prorated share of expenses associated with the direct labour cost, employee benefits, plus any other employer-paid payroll-related expenses.	Yes	No
<b>Reasonable travel costs</b>	Transportation, meals and accommodation necessary for activities directly linked to the project.	Yes	No
<b>Environmental Assessments,</b>	Should a Project require an environmental assessment,	Yes	No

Expenditure	Description	Eligible towards Total Project Costs	Eligible for EV ChargeON reimbursement
<b>permits and authorizations</b>	permit, authorization, study of natural, social and economic and/or cultural environmental study, any costs related to that process would be included here. This could include costs for study documents or processes needed to secure the approval, public consultation or preparing the environmental impact statement.		
<b>GST, PST and HST net of any tax rebate</b>	Any taxes claimed must always be net of any tax rebate to which the proponent is entitled.	Yes	No
<b>Overhead expenses</b>	Up to a maximum of 15% of Total Project Costs. May include administrative support provided directly to the project by the proponent's employee(s), valued on the same basis as professional staff time; and heat, electricity, and office operating costs provided that they are directly related to the project.	Yes	No
<b>In-kind support</b>	A cash equivalent contribution in the form of an asset for which no cash is exchanged but that is essential to the project and the proponent would have to purchase on the open market or through negotiation with the provider if the proponent did not provide it. Value must be determinable and verifiable.	Yes	No
<b>Land costs</b>	Expenses associated with acquiring a piece of property.	Yes	No
<b>Legal costs</b>	Legal fees directly related to, and necessary for, the implementation and conduct of the Project.	Yes	No
<b>Ongoing operating costs</b>	Costs associated with the ongoing operation of the charging stations, including electricity consumption, operation,	No	No

Expenditure	Description	Eligible towards Total Project Costs	Eligible for EV ChargeON reimbursement
	maintenance, networking fees, subscription fees, etc.		

### 3 FUNDING OVERVIEW

#### 3.1 Maximum Provincial Funding Contribution

The Ministry's contribution through this Program will be limited to a maximum of **one million dollars (\$1,000,000) per Project**. A single Applicant may submit multiple Applications where the total value of all Projects exceeds one million dollars. The Ministry reserves the right to cap the number of approved Projects per Applicant.

Financial support is based on the total amount of funds available for the Program and the Program timeframe. Recipients are responsible for funding any cost overruns related to their Project.

The Ministry's per-Project contribution depends on the type of infrastructure and type of Applicant, up to the maximum amounts in the following table:

#### Maximum Funding for Type of Infrastructure and Applicant

Charger Type	Charger Output	Maximum funding for businesses, not-for-profit corporations, and broader public sector Applicants	Maximum funding for municipalities and Indigenous Applicants <sup>4</sup>
Level 2	3.3 kW to 19 kW	Up to <b>50%</b> of Total Project Costs, to a maximum of <b>\$5,000 per port</b>	Up to <b>75%</b> of Total Project Costs, to a maximum of <b>\$7,500 per port</b>
Level 3	20 kW to 49 kW	Up to <b>50%</b> of Total Project Costs, to a maximum of <b>\$15,000 per port</b>	Up to <b>75%</b> of Total Project Costs, to a maximum of <b>\$22,500 per port</b>
Level 3	50 kW to 99 kW	Up to <b>50%</b> of Total Project Costs, to a maximum of <b>\$50,000 per port</b>	Up to <b>75%</b> of Total Project Costs, to a maximum of <b>\$75,000 per port</b>
Level 3	100 kW to 199 kW	Up to <b>50%</b> of Total Project Costs, to a maximum of <b>\$75,000 per port</b>	Up to <b>75%</b> of Total Project Costs, to a maximum of <b>\$112,500 per port</b>
Level 3	200 kW and above	Up to <b>50%</b> of Total Project Costs, to a maximum of <b>\$100,000 per port</b>	Up to <b>75%</b> of Total Project Costs, to a maximum of <b>\$150,000 per port</b>

#### 3.2 Stacking of Government Funds

<sup>4</sup> Including Indigenous communities, Indigenous organizations, and Indigenous businesses.

During the application process and following Letter of Agreement, Applicants will be required to disclose all Project funding sources continuously until the Project is completed. This includes contributions from other federal and provincial governments and industry sources, whether that funding is firm or still in negotiations.

The EV ChargeON Program allows Applicants to “stack” other government (federal or provincial) funds. Total funding from federal and provincial levels of government cannot exceed 75% of Total Project Costs for businesses. For all other Applicant types, including Indigenous businesses, the stacking limit is 90% of Total Project Costs.

If the proposed total federal and provincial government assistance exceeds the stacking limits set out above Ontario reserves the right to reduce its contribution to the Project until the stacking assistance limit is met.

## 4 APPLICATION AND EVALUATION

### 4.1 Applications Per Site

Each Site proposed under EV ChargeON is treated as a separate Project and requires a unique Application Form. A Site can have multiple Charging Stations, and an Applicant can submit multiple Applications.

### 4.2 Mandatory Documentation

Accompanying an Application Form, Applicants must submit documentation to confirm the validity of Project details, establish property ownership or access to the Site, or Band Council support for the Project, and demonstrate the merit of their proposed Project:

- **Proof of property ownership:** If the Applicant is the owner of the Site, provide proof of ownership by including a copy of at least one of the following: Title deed; most recent property tax assessment roll; or mortgage documentation.
- **Proof of access to Site:** If the Applicant is not the owner of the Site, provide proof of access to the Site indicating the name of the parties, duration, civic addresses and the responsibilities of both parties by including a copy of at least one of the following: lease agreement; legal agreement; or, if a lease does not include the authorization to install or build on site for the intended use, a completed Site Access Verification Form ([Appendix B](#)) with assurance that the construction/installation of the infrastructure is authorized by the property owner.
- **Band Council support:** If the proposed Site is located on reserve, provide written evidence of Band Council support for the proposed Project.
- **Proof of funds:** Confirmation of Contribution from the Applicant ([Appendix C](#)) and/or Funding from Other Contributors ([Appendix D](#)).
- **Proof of preliminary electrical feasibility assessment:** If the proposed project increases the electrical load by more than 50kW, provide a completed Preliminary Electrical Feasibility Assessment Form, signed by the applicable Local Distribution

Company (LDC) (Appendix E). (A form is considered complete when the preliminary assessment is conducted by the relevant LDC).

If project is located within Hydro One service boundaries, please connect directly with Hydro One to get the site assessed for electrical feasibility.

For all other LDCs, please submit directly to the local office.

This form is a preliminary assessment to inform application review. Successful projects would still be required follow all connection assessment processes as dictated by the LDC. Completion of the form does not guarantee or “hold” electrical capacity for a project.

Applicants are **strongly encouraged** to contact the LDC as early as possible during the application window to give LDCs adequate time to complete the form.

Transfer Payment Ontario will not accept Applications where mandatory fields are not complete or mandatory documentation is not attached.

#### 4.3 Project Evaluation

Recipients will be determined based on eligibility and merit. Available funds will be allocated following a comprehensive evaluation by the Ministry.

Each Project proposal will be reviewed for completeness and assessed against eligibility criteria. Applications that meet the eligibility criteria will be evaluated, rated and ranked against merit criteria ([Section 5](#)). Small and medium enterprises<sup>5</sup> qualify for a 5% bonus as part of the merit evaluation.

The ranked application pool will then be evaluated for equitable geographic distribution of Charging Station deployment and Projects that meet a minimum scoring threshold will be selected until Program Funds are fully committed.

### 5 MERIT CRITERIA

Consider the following direction for merit criteria when completing an Application Form.

Category	Required in Application	Evaluation approach
<b>Geographic Location</b>	<ul style="list-style-type: none"><li>• Latitude/Longitude</li></ul>	Evaluation will reward sites that:

<sup>5</sup> Businesses with fewer than 500 employees as of July 1, 2023, regardless of business structure or annual revenue. If a franchise falls within employee count parameters, the franchise will be awarded bonus points. Similarly, if a corporation has multiple locations but an overall employee count of less than 500, the corporation and respective locations would be eligible for bonus points.

Category	Required in Application	Evaluation approach
		<ul style="list-style-type: none"> <li>Fill gaps in Ontario's EV charging network<sup>6</sup> (Note: for L3 applications, evaluation focus is on gap-filling along corridors, combatting range anxiety and facilitating gas station replacement, while L2 application evaluation focus is on the appropriateness of the location as somewhere drivers would spend multiple hours parked).</li> <li>Serve the highest number of potential EV drivers and minimize likelihood of underutilized chargers.</li> <li>Provide public charging in areas where there is limited access to home charging.</li> </ul>
<b>Project Overview &amp; Rationale</b>	<ul style="list-style-type: none"> <li>Overview of the Project including a description, the Applicant's motivation for pursuing the Project, how it will support the Program objectives, and overall expected outcomes and benefits.</li> </ul>	<p>Project end date should be within 24 months from the date of Letter of Agreement.</p> <p>Project description should be detailed and the rationale justifiable.</p> <p>Scoring will favour Projects that identify and explain positive outcomes and benefits that are specific to the proposed Project and its unique context and location. Strategic partnerships or collaborations with local community partners, businesses, Indigenous communities, and/or adjacent regions are encouraged.</p> <p>Highest points will be awarded for Projects that clearly and directly align with one or more of the objectives of the Program:</p> <ul style="list-style-type: none"> <li>Reduce range anxiety by filling gaps in Ontario's EV charging network.</li> </ul>

<sup>6</sup> The Government of Canada's [Zero-emission vehicle charging stations locator \(canada.ca\)](#) can be used to help identify existing public EV chargers and gaps.

Category	Required in Application	Evaluation approach
		<ul style="list-style-type: none"> <li>• Improve network coverage of public EV chargers outside of large urban centres.</li> <li>• Provide accessible EV charging infrastructure that supports communities' local needs.</li> </ul>
<b>Project Activities &amp; Timeline</b>	<ul style="list-style-type: none"> <li>• A list of key activities and timelines for completion, demonstrating how the Applicant will complete the Project within the 24-month timeline required.</li> <li>• A description of timeline risks and mitigating strategies.</li> </ul>	<p>Evaluation will consider:</p> <ul style="list-style-type: none"> <li>• The level of detail provided in the activities &amp; timeline table. For example, specifics on timing for equipment procurement; electrical connection; charging infrastructure installation; testing and commissioning.</li> <li>• The degree of realism in the timelines.</li> <li>• The thoughtfulness of risks &amp; mitigation strategies identified.</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>• Detailed Project budget, including a breakdown of eligible expenditures, amount of funding requested (up to relevant maximums), and sources of secured and anticipated funding.</li> <li>• Rationale for budget estimates, including sources for cost estimates and considerations.</li> <li>• Details on how the Applicant will secure their contribution to the Project, and contingency plans if certain conditional funding does not materialize.</li> </ul>	<p>Evaluation will consider:</p> <ul style="list-style-type: none"> <li>• The completeness of the budget.</li> <li>• The quality of budget estimate rationale, including the listing of credible sources for estimates.</li> <li>• Level of assurance that the Project's other funding sources will indeed materialize, and if not, whether contingency plans appear robust.</li> </ul> <p>There are no merit criteria based on the amount of funding requested.</p>
<b>Operations &amp; Maintenance</b>	<ul style="list-style-type: none"> <li>• Up-time targets and approach to achieving them, including: <ul style="list-style-type: none"> <li>• Performance monitoring methods</li> </ul> </li> </ul>	<p>Evaluation will consider:</p> <ul style="list-style-type: none"> <li>• Level of detail and quality of responses regarding operations and maintenance plans.</li> <li>• Extent to which user fee approach is reasonable.</li> </ul>

Category	Required in Application	Evaluation approach
	<ul style="list-style-type: none"> <li>• Ensuring access (clearing obstructions, snow removal, etc.)</li> <li>• Conducting regular maintenance</li> <li>• Staff training</li> <li>• Incident response procedures</li> <li>• Financial plan, including how operations and maintenance will be funded, and user fee structure (if applicable).</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence that chargers will be adequately funded to maintain operations throughout at least the five-year committed lifecycle.</li> </ul> <p>Scoring will favour Projects that demonstrate contingency planning to help meet up-time targets. This could include the use of battery banks to mitigate risk of outages caused by electrical grid disruption.</p>
<b>Capacity to Deliver</b>	<p>Demonstrated ability to carry out the Project successfully, including:</p> <ul style="list-style-type: none"> <li>• An overview of Applicant's ability and experience.</li> <li>• Description of key members of the Project team and their experience and expertise.</li> </ul>	<p>Evaluation will consider:</p> <ul style="list-style-type: none"> <li>• Track record of successful similar projects in the past.</li> <li>• Level of detail of response.</li> <li>• The level of experience and expertise of the proposed Project team.</li> </ul>
<b>User Amenities &amp; Signage</b>	<ul style="list-style-type: none"> <li>• Presence of amenities onsite and/or nearby including washrooms, food/beverage, retail, etc.</li> <li>• Approach to wayfinding and visibility (e.g., directional signage to attract users).</li> </ul>	<p>Evaluation will consider:</p> <ul style="list-style-type: none"> <li>• Proximity, quantity and availability of nearby amenities.</li> <li>• Quality and detail of wayfinding and visibility plan.</li> </ul> <p>Scoring will favour sites with:</p> <ul style="list-style-type: none"> <li>• Dedicated parking space for EV parking/charging only.</li> <li>• Details on wayfinding and visibility (e.g., signage, pavement markings, lighting).</li> <li>• Co-located amenities that are on-site or within walking distance and provide a variety of services.</li> <li>• Opportunity to expand to accommodate additional chargers in the future.</li> </ul>

Category	Required in Application	Evaluation approach
<b>Site and Technical Specifications</b>	<ul style="list-style-type: none"> <li>• If project is under 50kW, provide description of actions taken to ensure electrical feasibility at the proposed site.</li> <li>• If project has a proposed electrical load of 50kW or greater, submission of a completed Preliminary Electrical Feasibility Assessment Form, signed by the relevant LDC, is required.</li> <li>• Payment methods accepted.</li> <li>• Future-proofing and scalability provisions.</li> <li>• Safety and security measures.</li> <li>• Accessibility measures.</li> </ul>	<p>Evaluation will consider:</p> <ul style="list-style-type: none"> <li>• Preliminary assessment and level of site readiness as indicated by the LDC.</li> <li>• Quality of responses to technical questions and significance of implementation barriers.</li> <li>• Payment method user-friendliness (scoring will favour payment methods that are contactless and include a credit card terminal).</li> <li>• Means for communicating operational status to users (favouring Projects that offer transparent and readily-available access to information such as service outages).</li> <li>• Degree of future-proofing, such as modularity to accommodate future standardization of plug types.</li> <li>• Quality of safety and security measures.</li> <li>• Extent of accessibility measures beyond those required by law.</li> <li>• Capability to support peer-to-peer network interoperability through Open Charge Point Interface (version 2.1.1 or higher)</li> </ul>

## 6 REPORTING REQUIREMENTS

A Letter of Agreement will be provided to Recipients, confirming the approved Project and Program Funds. Recipients commit to providing reports that detail the completion of the Project, and the details of annual usage of the Charging Stations for five years following the Project Completion Date.

### 6.1 Letter of Agreement

The Letter of Agreement will outline the terms and conditions that the Recipient accepts, and a signed copy of the Letter will be returned to the Ministry. The following documentation, by applicant type, must accompany the Letter of Agreement when it is returned to the Ministry.

### Documentation by Applicant Type

<b>Applicant Type</b>	<b>Mandatory documentation required with Letter of Agreement</b>
<b>Municipalities</b>	<ol style="list-style-type: none"> <li>1. Council Resolution</li> <li>2. Enabling By-law</li> <li>3. Certificate of Insurance</li> </ol>
<b>Indigenous Communities and Indigenous Organizations</b>	<b>One of the following</b> that confirms support for the Project: <ol style="list-style-type: none"> <li>1. Band Council Resolution;</li> <li>2. Political Territorial Organization Resolution</li> <li>3. Tribal Council Resolution;</li> <li>4. Métis Community Council Resolution;</li> <li>5. Provincial Council of the Métis Nation of Ontario (PCMNO) Resolution;</li> <li>6. Letter of Support from Chief, Band Council, Political Territorial Organization, Tribal Council, or Leader from an Indigenous Organization.</li> </ol>
<b>Indigenous Businesses</b>	<b>One of the following</b> that confirms Indigenous status of the business owner: <ol style="list-style-type: none"> <li>1. Indigenous Business Directory (IBD)</li> <li>2. Canadian Council for Aboriginal Business (CCAB) – Certified Aboriginal Business (CAB)</li> <li>3. Indian registration in Canada</li> <li>4. Membership in an affiliate of the Métis National Council</li> <li>5. Acceptance as an Indigenous person by an established Indigenous community</li> <li>6. Enrolment or entitlement to be enrolled in a comprehensive land claim agreement</li> </ol>
<b>Businesses</b>	N/A
<b>Broader Public Sector</b>	Written confirmation of Board of Directors support for the Project, including reference to Site location
<b>Not-for-Profit Corporation</b>	Written confirmation of Board of Directors support for the Project, including reference to Site location

## 6.2 Project Completion Report

Following installation and operationalization of approved EV Chargers, Recipients will be required to submit a Project Completion Report to the Ministry via email to [evchargeon@ontario.ca](mailto:evchargeon@ontario.ca). A project is considered operational when the charger delivers the agreed-upon power output and conforms with up-time percentage as identified in the site Operations and Maintenance Plan. If a Recipient changes or is unable to complete a Site as described in an Application, or in the event there are any material changes to the information contained in the Application, they must notify the Ministry as soon as possible.

Project Completion Reports are due within 24 months of the Letter of Agreement date. All Project Completion Reports must include the following information:

- Receipts and invoices for eligible expenditures (e.g., equipment, installation, etc.)
- Final Charging Station purchase agreements or lease agreements
- Copy of network agreement
- Site photos depicting the operational Charging Stations, the required signage, and the Site conditions
- Two weeks of usage data for each Charging Station, including the number of charging sessions and kWh drawn
- Electrical Safety Authority certificate of final inspection
- Copy of warranty (if applicable)
- Confirmation of required environmental mitigation and/or compliance measures, including monitoring, to address environmental assessment commitments or permitting conditions (if applicable).

The Ministry will review each report submitted to ensure that it is completed to the Ministry's satisfaction and will contact the Recipient for any clarifications and missing information as needed. Subject to compliance with Program requirements, the Ministry will release the approved Program Funds.

### 6.3 Annual Usage Report

Charging Stations that are funded by the Program must be operated for a minimum duration of five years after the Project Completion Date.

Recipients must submit Annual Usage Reports to the Ministry showing the usage data covering the previous 12 months, starting on or about the first anniversary of each Site's Project Completion Date for a five-year period. This data should exclude any personal, and/or proprietary information.

The data collected and submitted to the Ministry must be in spreadsheet (.xlsx, .xls, or .csv) format and include:

- The date, time and duration of each charging session, including which charger type (L2/L3) and connector type (CCS/NACS/CHAdeMO) was used;
- The kWh drawn for each charging session;
- The date, time, duration and reason of any service outages.

If available, Recipients are also requested to provide an overview of the user fee structure (if fees are charged), and information on:

- The state of charge of each vehicle at the beginning and end of each charging session;
- Greenhouse gas emission reductions.

At its discretion, the Ministry may share this information at an anonymized and/or geographically aggregated level on public-facing dashboards or other platforms.

## 7 GENERAL

### 7.1 Transfer Payment Ontario

Transfer Payment Ontario is the Province of Ontario's online application system for grant funding. Applicants must create a My Ontario Account with Transfer Payment Ontario to access the Application Form. Once an Application has been started it may be saved or downloaded at any point and returned to later.

Please visit [Transfer Payment Ontario](https://www.ontario.ca/page/available-funding-opportunities-ontario-government) (<https://www.ontario.ca/page/available-funding-opportunities-ontario-government>) for information on how to set up an account.

If you need assistance logging in, navigating or updating your organization's profile, refer to [Transfer Payment Ontario's "Get help" section](https://www.ontario.ca/page/get-funding-ontario-government) (<https://www.ontario.ca/page/get-funding-ontario-government>).

### 7.2 Ontario Builds Signage and Attribution of Provincial Funding

Depending on the amount of funding awarded and/or the duration of the construction period, the Recipient may be required to install an Ontario Builds sign at the Site that will be visible for the duration of the construction and for a period after the Charging Station(s) is fully operational and open for public use. More information will be provided upon Project approval. See the [Ontario Builds visual identity guide](https://www.ontario.ca/page/ontario-builds-templates) (<https://www.ontario.ca/page/ontario-builds-templates>) for signage guide and templates.

All written communications concerning the Agreement and any approved Project will be prepared in a manner that supports the communications objectives and branding of both the Recipient and the Government of Ontario.

All public information material made by the Recipient concerning the Agreement and any approved Projects will clearly indicate that the approved Project is partially funded by the Government of Ontario.

### 7.3 Project Promotion

With respect to Project promotion:

- (a) The Recipient will inform the Ministry of any promotional communication a minimum of 15 days before it takes place. The Recipient will also ensure appropriate recognition of the Province's contribution in annual reports, speeches or other opportunities, as appropriate.
- (b) The Recipient will share information promptly with the Ministry on significant emerging media and stakeholder issues concerning the Agreement and any approved Project. The Ministry will advise the Recipient, where appropriate, about media inquiries.
- (c) The Recipient and the Province reserve the right to refer to the Funding provided in their own separate, and non-EV ChargeON Program specific communications. Each commits to acknowledging the other's involvement in the EV ChargeON Program.

## 7.4 Agreement

The Program Funds will be provided to Recipients pursuant to the Agreement.

Where Program Funds are provided to a Recipient under the Program, the Program Funds will be provided to the Recipient in accordance with the terms and conditions set out in the Agreement between the Recipient and the Ministry.

The Agreement will be effective as of the date of execution of the Letter of Agreement for the Program provided pursuant to the Agreement and, subject to any provisions surviving its expiration, will expire five years following the Project Completion Date.

The Recipient agrees not to sell, lease or otherwise dispose of any EV Chargers acquired with the EV ChargeON Program Funds without the Province's prior written consent.

In the event of a conflict or inconsistency between any of: (a) the Letter of Agreement and any of the requirements of the Program Guide, the Letter of Agreement will prevail to the extent of the inconsistency; and (b) the Program Guide and any of the information provided by a Recipient in the Application Form, the Program Guide will prevail to the extent of the inconsistency.

The invalidity or unenforceability of any provision of the Agreement pursuant to the Program will not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision will be deemed to be severed.

Any provisions which by their nature are intended to survive the termination or expiration of the Agreement under the Program including, without limitation, those related to, accountability, records, audit, inspection, liability, indemnity, and remedies will survive its termination or expiration and continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement.

## 7.5 Collection and Use of Information

The Ministry will collect, use, and share an Applicant's documentation prepared in the administration of the Program for the purposes of assessing and reviewing the eligibility of the Applicant and the proposed Project. This information may be shared with:

- Other branches or Ministries of the Government of Ontario; and
- Other levels of government in Canada (e.g., Government of Canada).

The information may be shared with the parties mentioned above, or disclosed to third parties, for the purpose of:

- Determining the possible availability of funding for the Applicant's project under another program or initiative;
- Administration, including audit and evaluation of the Program; or
- Audit, analysis and risk assessment of the Applicant or the Project.

The Ministry may publicize a list of successful Projects, including a description of the Project, the name of the Recipient, the Project name and locations, and the amount of the contribution. This information may be used in:

- Website updates;
- Project funding announcements or other promotions; and
- In other government documents, including public reports on the progress of government initiatives.

The Applicant acknowledges that the information contained in an Application or submitted to the Ministry in connection with the Program is subject to disclosure under the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31

## **7.6 Non-Compliance with the Terms and Conditions of an Agreement**

Under the Agreement, each of the following events will constitute an event of default:

- (a) In the opinion of the Ministry, the Recipient breaches any representation, warranty, covenant or other material term of the Agreement, including, without limitation, failing to do any of the following in accordance with the terms and conditions of the Agreement:
  - (i) the Recipient fails to comply with any of the terms and conditions set out in the Agreement including, without limitation, fails to carry out the Project in accordance with the Agreement or to use Funding for the purpose of carrying out the Project;
  - (ii) the Recipient fails to own or lease any of the Charging Station acquired with Program Funds for five years after the Project Completion Date;
  - (iii) the Recipient fails to comply with the reporting requirements set out in the Program Guide;
  - (iv) the Recipient or any of the Charging Stations for which Funding were provided no longer meets one or more of the eligibility requirements of the Program; or,
  - (v) the Recipient fails to maintain any of the Charging Station in good working condition usable by the public or fails to repair out-of-order Charging Station.
- (b) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
- (c) the Recipient ceases to operate.

If an event of default occurs, the Ministry may, at any time, take one or more of the following actions:

- (a) provide the Recipient with an opportunity to remedy the event of default upon terms and conditions set by the Ministry at its sole discretion;

- (b) reduce the amount of Funds and;
- (c) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Ministry upon giving notice to the Recipient. Termination will take effect as provided for in the notice.

For greater certainty, the rights and remedies of the Ministry under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

## 7.7 Liabilities and Indemnities

A Recipient that has received Program Funds is responsible for anything that may arise, directly or indirectly, in connection with the Project for which the Program Funds are received. The Ministry's involvement under the Program is for the sole purpose of, and is limited to, the provision of Program Funds.

Furthermore, a Recipient that has received Program Funds must indemnify and hold harmless the indemnified parties from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement with the Ministry pursuant to the Program, unless solely caused by the negligence or wilful misconduct of the indemnified parties.

A Recipient that has received Program Funds is also responsible for its own insurance and must carry, at its own costs and expense, the necessary and appropriate insurance that a prudent recipient in similar circumstances would maintain in order to protect itself and the Ministry and support the indemnification, as set out above, provided to the Ministry. For greater certainty, the Recipient will not be covered by the Province of Ontario's insurance program and no protection will be afforded to the Recipient by the Government of Ontario for any losses or proceedings that may arise out of the Program.

## 7.8 Compliance with the Law and Governing Law

Recipients must comply with all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules and by-laws applicable to any aspect of the Project, the Program Funds, or both.

The Agreement and the rights, obligations and relations of the Ministry and any Recipient will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

## Appendices

### Appendix A: Definitions

When used in this Guide or the associated Application Form, the words set out below that import the singular include the plural and vice versa.

**Applicant** means a community or organization that submits an Application Form to the Program for the purpose of obtaining Program Funds.

**Application Form or Application** means the form that eligible Applicants use to identify their public EV charger needs within eligible community locations.

**Charging Station or Charger** means the equipment or device that supplies electricity to charge an electric vehicle. A charging station can have one or multiple charging connectors and may allow multiple vehicles to charge simultaneously. While there are three types of charging stations, only level 2 and level 3 EV charging stations are eligible for this Program.

- “Level 2” represents a charging station with a 208 – 240 volt alternating current (AC); and
- “Level 3 / DC Fast Charger (DCFC)” represents a charging station with a high voltage, direct current (DC) - up to 480 volts.

**Connector** means what is plugged into a vehicle to charge it. Multiple connectors and connector types can be available on one port, but only one vehicle will charge at a time. Connectors are sometimes called plugs. Specific connector types include SAE J1772 (Level 2), CHAdeMO, CCS and NACS (Level 3).

**Electric Vehicle or “EV”** means a vehicle propelled by an electric motor with a battery as the motor’s energy storage device and using an external electricity source to recharge the battery. There are presently two types of vehicles considered EVs: Battery Electric Vehicles and Plug-In Hybrid Electric Vehicles.

**Eligible Expenditure Period** means the period starting on the date when a Letter of Agreement is issued and ending on the Project Completion Date.

**EV ChargeON** refers to Ontario’s Electric Vehicle ChargeON Program.

**Guide** means this Program Guide entitled “Electric Vehicle (EV) ChargeON Program”.

**Hard-Wired** means an EV charger that provides a dedicated electrical line from a circuit breaker to the desired charging location (i.e., is not plugged into a wall outlet).

**Letter of Agreement** means an agreement entered into between the Ministry and a Recipient, that sets out the terms and conditions under which the Ministry agrees to provide EV ChargeON Funds to the Recipient, including those under the Agreement, and any amendments to the Letter of Agreement. The Letter of Agreement is executed when it has been signed by both the Recipient and the Ministry.

**Ministry** means His Majesty the King in right of the Province of Ontario as represented by the Minister of Transportation for the Province of Ontario.

**Multi-Port Charger** means a single charger that can charge more than one vehicle simultaneously.

**Open Charge Point Protocol** (OCPP) is an open-source communication standard for EV charging stations and network software companies. OCPP compatible means a charger has OCPP installed, and is able to be controlled by any OCPP network operator upon agreement with the charger's owner (i.e., not limited by hardware, software or contract (except for a limited, defined term) to any one network operator). EV ChargeON requires the installation of OCPP v1.6 or higher.

**Program** means Ontario's Electric Vehicle (EV) ChargeON Program.

**Program Funds or Funding or Funds** means the money the Ministry provides to a Recipient pursuant to an Agreement to be used strictly towards expenditures that are eligible for EV ChargeON reimbursement for a Project and in accordance with and as set out in the Agreement.

**Project** means a project described in the Application Form, including any modification to the project which has received the prior written approval of the Ministry. Each Site is considered a Project under EV ChargeON.

**Project Completion Date** means the date on which the Recipient provides the Ministry with evidence (in the form of a Project Completion Report), satisfactory to the Ministry, that the Project is complete and accessible to the public.

**Project Completion Report** means the report, including documentation showing proof of costs incurred and proof of completion, that the Recipient must submit to the Ministry before receiving Program Funds.

**Port** provides power to charge only one vehicle at a time even though it may have multiple connectors. The unit that houses ports is sometimes called a charging post, which can have one or more ports.

**Publicly Accessible** means that a Charging Station is made available to the general public to use, regardless of whether it is publicly or privately owned or that it is built on publicly or privately owned private entity.

**Site** means the location (identified by civic address and latitude/longitude coordinates) where a Project is proposed for EV charger installation under the Program. Each Site is considered a Project under the Program.

**Recipient** means an Applicant whose Project has been approved and who has received, signed and returned a Letter of Agreement to the Ministry.

**Tandem Installation** – A project where more than one Level 3 Charger is installed at the same location. Tandem Installations also refer to a Level 3 Charger co-located with a Level 2 Charger. A Multi-Port Charger on its own is not considered a Tandem Installation.

**Total Project Costs** means the total verifiable cash or in-kind contributions either received or contributed by the Recipient and directly attributable to the Project.

**Appendix B: Site Access Verification Form****Electric Vehicle (EV) ChargeON Program**

Applicants to the EV ChargeON Program that do not own the property where the infrastructure is to be located, must provide the Ministry of Transportation with the assurance that the construction or installation of the infrastructure is authorized by the property owner.

This form is to be completed by the property owner. The Ministry of Transportation reserves the right to require that the Applicant and property owner provide further information as required in order to review and approve the application.

TO: HIS MAJESTY THE KING IN RIGHT OF CANADA, as represented by the Minister of Transportation, Ontario.

AND TO: \_\_\_\_\_

(The Applicant)

Conditional upon the Ministry of Transportation and the Applicant entering into an Agreement regarding the funding of the Project described in Electric Vehicle ChargeON Program Application Form, and in consideration of the benefits resulting from the property improvements that will accrue to

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(The property owner)

from the implementation of such Project, the property owner hereby warrants that it is the owner of the land(s) at the following address(es):

(full address of the Project Site)

and hereby authorizes the installation or construction of infrastructure on that property.

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Property owner

(signature)

---

Name

(please print)

---

Date

**Appendix C: Proof of Funding – Contribution from the Applicant****Electric Vehicle (EV) ChargeON Program**

This form is to be completed by the Applicant for its financial contribution towards the Project.

TO: HIS MAJESTY THE KING IN RIGHT OF CANADA, as represented by the Minister of Transportation, Ontario.

Conditional upon the Ministry of Transportation and the Applicant entering into an Agreement regarding the funding of the Project described in the Electric Vehicle ChargeON Program Application Form, I confirm that **INSERT LEGAL NAME OF THE APPLICANT** will contribute the amount of **INSERT \$ AMOUNT** towards the Project at **INSERT SITE NAME**.

---

Name and Title

(please print)

---

Signature of duly  
authorized financial officer

---

Date

**Electric Vehicle ChargeON Program****Appendix D: Proof of Funding – Funding from Other Contributors****Electric Vehicle (EV) ChargeON Program**

This form is to be completed by the funding partner for its financial contribution towards the Project.

TO: HIS MAJESTY THE KING IN RIGHT OF CANADA, as represented by the Minister of Transportation, Ontario.

Conditional upon the Ministry of Transportation and **INSERT LEGAL NAME OF APPLICANT** entering into an agreement regarding the funding of the Project described in the Electric Vehicle ChargeON Program Application Form, I confirm that **INSERT LEGAL NAME OF FUNDING PARTNER** will contribute the amount of **INSERT \$ AMOUNT** towards the Project at **INSERT SITE NAME**.

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Name and Title  
(please print)

---

Signature of duly  
authorized financial officer

---

Date

## Electric Vehicle ChargeON Program

### Appendix E: EV ChargeON Preliminary Electrical Feasibility Assessment Form

#### Instructions to Applicant:

- Please have the relevant LDC complete sections 2 and 3 of this form, return it to you, and then upload your completed form to Transfer Payment Ontario as part of your application.
- If your project is located in a Hydro One service area, please connect directly with Hydro One to get the site assessed for electrical feasibility.
- For projects located in the service territories of all other LDCs, please submit directly to the local office.

**Submission of this form is required for all applications with a total electrical load of 50 kW or greater.**

- This form is a preliminary assessment to inform application review. Successful projects would still be required follow all connection assessment processes as dictated by the LDC.
- All comments from the LDC will be interpreted as a ‘point in time’ preliminary estimate and used as part of the evaluation process.
- Completion of the form does not guarantee or “hold” electrical capacity for a project.
- Applicants are **strongly encouraged** to contact the LDC as early as possible during the application window to give LDCs adequate time to complete the form.

**Electric Vehicle ChargeON Program****Section 1: Project Information (*To be completed by Applicant*)**

Requested Information	Response
Applicant Name	
Proposed Site Address	
City	
Postal Code	
Description of Facility (e.g., convenience store, hospital)	
Anticipated peak demand (in kW) of charging site, with all chargers being used	
Requested service size and voltage	
Proposed in-service date	

I provide permission for MTO to contact the LDC about my project

**Section 2 – LDC Contact Information**

Requested Information	Response
Contact Name	
Position	
Organization	
Email Address	
Signature	
Date	

MTO can contact me about this project.

## Electric Vehicle ChargeON Program

### Section 3 – LDC Preliminary Assessment

Please check **one** of the following:

Project is **likely feasible** to be completed and energized before the in-service date **without significant concern**.

Project is **likely feasible** to be completed and energized before the in-service date **with the following concerns/considerations**:

Project **faces significant challenges** in being completed and energized before the in-service date, **as follows**:

Completing and energizing the site on or before the proposed in-service date is **likely not feasible**.

Additional Comments: