



Received: \_\_\_\_\_ Project # \_\_\_\_\_ \_\_\_ Pre-App \_\_\_ Final App

(**Applicant:** Please include this cover page, which IMEA will complete.)

# ILLINOIS MUNICIPAL ELECTRIC AGENCY ELECTRIC VEHICLE (EV) CHARGING STATION & EV PROGRAM

## INCENTIVE APPLICATION FOR AN IMEA MUNICIPALITY THAT PURCHASES OR LEASES EV CHARGING STATIONS

REVISED: December 2024

**NOTE:**

IMEA Member municipalities use this application to request an incentive for qualified EV charging stations they have purchased or leased.

**HOWEVER, before signing any purchase or lease with a vendor:**

Cities that will require an incentive for the purchase or lease should contact the program administrator to assure their purchase or lease will qualify for an incentive under this program.

**Program Year FY 2024-25  
May 1, 2024 – April 15, 2025**

**Program Contact:**

**Rodd Whelpley**  
Program & Communications Administrator  
Illinois Municipal Electric Agency  
3400 Conifer Drive  
Springfield, IL 62711  
Ph: 217-789-4632 or 800-243-4632  
FAX: 217-789-4642  
[rwhelpley@imea.org](mailto:rwhelpley@imea.org)

## ABOUT THE IMEA EV CHARGING STATION & EV PROGRAM

For FY2024-25, IMEA has budgeted \$250,000 that members can use:

1. To incentivize the installation of EV charging stations in their community through a locally administered program, and/or
2. To incentivize up to 100% of the cost of purchasing or leasing for the municipality a level 2 or level 3 EV charging station; and/or
3. To incentivize up to 100% of the cost of purchasing or leasing for the municipality an Electric Vehicle (dual fuel vehicles do not qualify).

The \$250,000 is allocated to each city proportionate to its wholesale electric load share purchased from IMEA.

*NOTE:* Cities may choose to transfer funding from this program into the city's funding in the IMEA Electric Efficiency Program. Contact the IMEA Program Administrator (Rodd Whelpley, [rwhelpley@imea.org](mailto:rwhelpley@imea.org)) if you want to transfer funds.

***IMEA Member Municipal Utilities use this Application to Receive an Incentive Reimbursement for Up to 100% of the Purchase Price or the Annual Lease Cost of a Qualified EV Charging Station (option 2 above).***

**Cities that will require an incentive for the purchase or lease should contact the program administrator prior to signing a purchase or lease contract to assure their purchase or lease will qualify for an incentive under this program.**

### ***Incentive Caps and Limits***

IMEA Members may receive up to 100% of the purchase cost or annual lease cost of an EV charging station. Incentives are limited to the current amount of funding the available to the IMEA Member municipality. Contact the program administrator if you have questions concerning your available funding.

### ***Qualifying EV Charging Stations (Levels 2 and 3)***

- ***Level 2 Charging Stations:*** For purposes of this program, a Level 2 EV charging station is defined as a “fast charging” station (typically powered at around 208-277V AC). It is expected that a Level 2 charging station can fully charge a typical EV in 4 to 8 hours.
- ***Level 3 Charging Stations:*** A Level 3 charging station is a “very fast charging” station (one that, for example, converts 480V 3-phase power to DC). A Level 3 charging station can fully charge a typical EV in 20 to 30 minutes.

EV charging stations must be purchased or their lease initiated on or after May 1, 2024 to receive 2024-25 program funds towards a purchase or towards a first-year's lease payment.

EV chargers that are used, or are refurbished, or are leased for a contract period of less than 3 years do not qualify.

Stations must be made available for public use. “*Available for public use*” is defined as a charging station installed at a publically accessible site and is made available for the use of the general public. However, stations that are solely for the use of city or village vehicles (never personal vehicles) may be considered “for public use.”

### ***Qualified Costs***

All customary purchase or annual lease costs may be incentivized up to 100% (subject to a city’s available funds and program caps). These costs may include customary and reasonable make-ready costs incurred by the city or the vendor or the lessor. Site determination and site engineering costs will not qualify unless the IMEA member municipality makes a compelling case for why they should. The IMEA program administrator will make the determination of “reasonable and customary” costs. IMEA Member municipalities that are concerned about which costs may or may not be covered are highly encouraged to contact the IMEA Program Administrator and submit a project budget prior to signing any purchase or lease agreement.

EV chargers that are used, or are refurbished, or are leased for a contract period of less than 3 years do not qualify.

For Leases: The program funds may be used to cover up to 100% of the annual qualified costs of a lease (subject to funding availability). An IMEA Municipality may use funding to incentivize each year’s EV charging station lease cost for the term of the lease for as long as the IMEA EV Charging Station & EV Program exists and its rules allow for the incentive to be used in this manner.

### ***Inspections and Information Sharing***

IMEA reserves the right to audit your installation. With reasonable notice, you will provide Illinois Municipal Electric Agency (IMEA) representatives with access to the installation during normal business hours or as otherwise agreed between you and the IMEA. If the field audit discovers the charging station has not been installed properly, then the incentive award may be rescinded.

The IMEA Member municipality acknowledges and agrees that it will make available to the Illinois Municipal Electric Agency purchase, lease and installation data related to the EV charging station and, upon the IMEA’s request, charger usage data (e.g., hourly interval metering).

### ***Illinois Municipal Electric Agency (IMEA) is Not Responsible for Failure of Installed Equipment***

Although the Illinois Municipal Electric Agency (IMEA) may provide incentive funding for a project, the IMEA is not a party to any sales or lease transaction between an IMEA Member municipality and the EV charging station manufacturer/dealer or installer. IMEA shall in no way be liable or responsible for any equipment installed by – or for any act of omission of – any other entity or individual, including, without limitation, the equipment manufacturer or any electrician, technician, or other service provider. IMEA’s liability and responsibility shall be strictly limited to making to an IMEA Member municipality certain incentive/rebate payments for eligible equipment.

## **THE PROCESS FOR REQUESTING REBATE INCENTIVES FOR MUNICIPALLY OWNED OR LEASED EV CHARGING STATIONS**

1. IMEA Member municipalities that are concerned about which purchase or lease costs may or may not be covered by this program are highly encouraged to contact the IMEA Program Administrator and submit a project budget prior to signing any purchase or lease agreement.
2. The IMEA Member municipality contracts for the purchase or lease of a qualified EV charging station, has it installed, takes possession or control of it and pays for its purchase or at least one year's lease.
3. The IMEA Member municipality applies for a rebate incentive. A complete application consists of:
  - This fully completed application document.
  - A copy of the spec sheets for each EV charging station that is the subject of this application.
  - A copy of the purchase or lease agreement for each EV charging station that is the subject of this application.
  - Proof of payment for the purchase or for a year's lease for each EV charging station that is a subject of this application.
4. IMEA reviews the application materials, resolves any issues, and pays the proper incentive to the IMEA Member municipality.

## **ILLINOIS MUNICIPAL ELECTRIC AGENCY EV CHARGING STATION & EV PROGRAM CHECKLIST FOR REQUESTING YOUR REBATE INCENTIVE**

### **A complete application consists of:**

- This fully completed application document.
- A copy of the spec sheets for each EV charging station that is the subject of this application.
- A copy of the purchase or lease agreement for each EV charging station that is a subject of this application.
- Proof of payment for the purchase or for a year's lease for each EV charging station that is a subject of this application.

### **To Submit an Incentive Application**

- 1. Gather materials listed above.**
- 2. E-mail them to Rodd Whelpley at [rwhelpley@imea.org](mailto:rwhelpley@imea.org).**

**If you have questions, e-mail Rodd Whelpley or call 217-789-4632.**

**IMEA MEMBER AND EV CHARGING STATION INFORMATION**

<b>Name of IMEA Member Municipality</b>	
<b>Project Manager</b> (This is the person IMEA can contact with questions about your municipality's Application):	
<b>Telephone #:</b>	<b>Email Address:</b>
<b>PROGRAM FUNDING REQUESTED</b>	
Incentive Amount Requested =	\$ _____
(NOTE: Contact the program administrator if you have questions concerning your available funding)	
Total project cost =	\$ _____
(Total of purchase costs or annual lease payments of all EV charging stations subject to this application.)	
<b><u>A complete application consist of:</u></b>	
<input type="checkbox"/> This fully completed application document.	
<input type="checkbox"/> A copy of the spec sheets for each EV charging station that is a subject of this application.	
<input type="checkbox"/> A copy of the purchase or lease agreement for each EV charging station that is a subject of this application.	
<input type="checkbox"/> Proof of payment for the purchase or for a year's lease for each EV charging station that is a subject of this application.	

## APPLICANT CERTIFICATIONS

NOTE: If this project is approved and completed, then IMEA will send an Automated Clearing House (ACH) Payment Authorization Form to the applicant listed on this page. The incentive will be deposited into the account specified on the ACH form.

### Applicant hereby certifies and understands that:

- The project site receives wholesale electric service from IMEA or electric delivery service from an IMEA member municipal electric system.
- It has not been barred from contracting with a unit of state or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33 E-3 and 5/33 E-4).
- The Illinois Prevailing Wage Act (820 ILCS 130/0.01) may apply and that rebate incentive recipients are responsible for determining if their projects will trigger compliance.
- As of the submittal date, the information provided in its application is accurate, and the individuals signing below are authorized to submit this application.

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Authorized City/Village Official (signature)

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Telephone

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Typed/Printed Name

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Fax

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Title

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Date

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Authorized Signature Address

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Authorized Signature City, 9 Digit Zip (find 9-Digit Zip at <http://zip4.usps.com/zip4/welcome.jsp>)

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Authorized Signature E-mail Address

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**DESCRIPTION OF ALL QUALIFIED EV CHARGING STATIONS THAT ARE A SUBJECT OF THIS APPLICATION**

This application seeks incentives for the

- PURCHASE of \_\_\_\_\_ (number of) qualified EV charging stations in FY2024-25
- LEASE costs of \_\_\_\_\_ (number of) qualified EV charging stations for the FY2024-25 period

**REQUIRED CHARGING STATION INFORMATION**

For each EV charging station that is a subject of this application, please provide the following information. You may provide these on separate sheets or may re-copy this page and use it as many times as needed.

**Charging station is (check one)**

- Owned by the city
- Leased from \_\_\_\_\_. This is year \_\_\_\_\_ of a \_\_\_\_-year lease.

- Level 2: a “fast charging” station
- Level 3: a “very fast charging”

- Single Prong (charges one vehicle at a time)
- Dual Prong (can charge two vehicles at once)

**Charging station is (short answer)**

Sited at (address): \_\_\_\_\_

Reason Site Was Chosen: \_\_\_\_\_

EV Charger Manufacturer: \_\_\_\_\_

EV Charger Model: \_\_\_\_\_

EV Charger Serial Number: \_\_\_\_\_

Where Purchased/Leased: \_\_\_\_\_

Purchase/Lease Date: \_\_\_\_\_

Total Purchase/annual Lease Cost: \_\_\_\_\_  
(receipts attached)

Installation Date: \_\_\_\_\_

Installer/Company: \_\_\_\_\_