



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 EVs

May 2024

**NOTE:**

IMEA Member municipalities use this application to request an incentive for qualified electric vehicles 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 FY2023-24, 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 80% 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 80% 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 80% of the Purchase Price or the Annual Lease Cost of a Qualified Electric Vehicle (EV), with a Limit of \$20,000 per year per EV (option 3 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 80% of the purchase cost or annual lease cost of an EV. Incentives are limited to no more than \$20,000 per EV per year, limited to the current amount of funding available to the IMEA Member municipality. Contact the program administrator if you have questions concerning your available funding.

### ***Qualifying EVs***

Qualifying electric vehicles (EVs) are those purchased or leased by an IMEA Member municipality or the Member municipality's electric department solely for the use of municipal business and/or municipal electric department business.

Qualified vehicles are fully electric powered. No hybrid or dual-fuel vehicles. Vehicles commonly characterized as golf carts, scooters, motorcycles or ATVs do not qualify.

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

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

The city must agree to publicize its procurement and use of any EV that receives an incentive.

### ***Qualified Costs***

All customary purchase or annual lease costs may be covered (up to 80%, subject to a city's available funds and program caps). The IMEA program administrator will make the determination of "reasonable and customary" costs. Optional extended warranties for purchased vehicles and excessive mileage fees for leased vehicles, for example, will not qualify for incentives. 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.

EVs that are used, refurbished or 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 80% of the annual qualified costs of a lease (subject to funding availability and the \$20,000 per year per vehicle cap). An IMEA Member municipality may use funding to incentivize each year's EV 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.

### ***Information Sharing***

The IMEA Member municipality acknowledges and agrees that it will make available to the Illinois Municipal Electric Agency purchase and/or lease data related to the EVs and, upon the IMEA's request, mileage and range data and other performance metrics associated with the EV.

### ***Illinois Municipal Electric Agency (IMEA) is Not Responsible for Failure of Purchases or Leased EVs***

Although the Illinois Municipal Electric Agency (IMEA) may provide incentive funding for an EV, the IMEA is not a party to any sales or lease transaction between an IMEA Member municipality and the EV dealer, seller or lessor. IMEA shall in no way be liable or responsible for any equipment operated by any other entity or individual, including, without limitation, the equipment manufacturer or any electrician, technician, service provider, or driver. IMEA's liability and responsibility shall be strictly limited to making to an IMEA Member municipality certain rebate payments for eligible equipment.

## **THE PROCESS FOR REQUESTING REBATE INCENTIVES FOR MUNICIPALLY OWNED OR LEASED EVs**

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 purchase or lease) for a qualified EV, takes possession or control of it and pays for its purchase or at least one year's lease.
3. The IMEA Member municipality publicizes the acquisition and use of the EV (as a way of demonstrating the viability of the technology's use in the Member municipality).
4. The IMEA Member municipality applies for a rebate incentive. A complete application consist of:
  - ☐ This fully completed application document.
  - ☐ A copy of the spec sheets ("window sticker" description) for each EV that is the subject of this application
  - ☐ A copy of the purchase or lease agreement for each EV that is the subject of this application.
  - ☐ Proof of payment for the purchase or for a year's lease for each EV that is the subject of this application.
5. 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 INCENTIVE**

### **A complete application consist of:**

- ☐ This fully completed application document.
- ☐ A copy of the spec sheets (“window sticker” description) for each EV that is the subject of this application
- ☐ A copy of the purchase or lease agreement for each EV that is a subject of this application.
- ☐ Proof of payment for the purchase or for a year’s lease for each EV 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>
<p><b>PROGRAM FUNDING REQUESTED</b></p> <div style="display: flex; justify-content: space-between;"> <span>Incentive Amount Requested      =</span> <span>\$ _____</span> </div> <p>(NOTE: Contact the program administrator if you have questions concerning your available funding)</p> <div style="display: flex; justify-content: space-between;"> <span>Total project cost                =</span> <span>\$ _____</span> </div> <p>(Total of purchase costs or annual lease payments of all EVs subject to this application.)</p> <p><b><u>A complete application consist of:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> This fully completed application document.</li> <li><input type="checkbox"/> A copy of the spec sheets ("window sticker" description) for each EV that is the subject of this application</li> <li><input type="checkbox"/> A copy of the purchase or lease agreement for each EV that is a subject of this application.</li> <li><input type="checkbox"/> Proof of payment for the purchase or for a year's lease for each EV that is a subject of this application.</li> </ul>	

## 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:**

- 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 recipients of rebate incentives 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.

\_\_\_\_\_  
Authorized City/Village Official (signature\*)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Typed/Printed Name

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature Address

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

\_\_\_\_\_  
Authorized Signature E-mail Address

\*Electronic signatures not acceptable. Please supply Certifications (this page) with original signature via mail, fax or electronically (scanned document)

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## DESCRIPTION OF ALL QUALIFIED EVs SUBJECT TO THIS APPLICATION

This application seeks incentives for the

- ☐ PURCHASE of \_\_\_\_\_ (number of) qualified EVs in FY2024-25
- ☐ LEASE costs of \_\_\_\_\_ (number of) qualified EVs for the FY2024-25 period

### REQUIRED EV INFORMATION

For each EV subject to 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

#### EV is (check one)

\_\_\_ Owned by the city or utility

\_\_\_ Leased from \_\_\_\_\_. This is year \_\_\_\_\_ of a \_\_\_\_-year lease.

#### The EV is (short answer)

Make and model of EV:

\_\_\_\_\_

Reason model was chosen:

\_\_\_\_\_

VIN:

\_\_\_\_\_

Where Purchased/Leased:

\_\_\_\_\_

Purchase/Lease Date:

\_\_\_\_\_

Total Purchase/ annual Lease Cost:  
(receipts attached)

\_\_\_\_\_

Miles per full charge:

\_\_\_\_\_

Actions taken to publicize the  
municipality's acquisition and use of  
this EV:

\_\_\_\_\_