



Program Instructions

1. Contact Daniel Klemky at BOMA BC to express interest in the program to install Electric Vehicle Charging Stations (EVCS).
2. Complete application form and submit to BOMA BC for approval to Kiomi@boma.bc.ca (with Subject “BOMA Clean Connect”)
 - a. Application will be considered on a **first come, first serve basis**.
3. Obtain quote for purchase and installation of charging station. *Participants are encouraged to get multiple quotes.*
 - a. Submit quote to BOMA BC within **2 months** of application being approved to Kiomi@boma.bc.ca (with Subject “BOMA Clean Connect”)
 - b. Charging stations **must** be selected from the List of Qualified Products.
 - i. A full list of products eligible for the incentive can be found [here](#). Includes more than 10 suppliers.
 - ii. The following BOMA BC members have products that are included in the List and offer special pricing for program applicants. Participants are free to use any qualified product:
 1. EATON Electric – Chris Smith, ChristopherJSmith@Eaton.com, 604-519-2149
 2. HD Supply Canada – Kevin Bates, Kevin.Bates@hdsupply.com, 604-455-1229
 3. Nedco – Hazel Rempel, Hazel.Rempel@nedco.ca, 604-231-4809
 4. Sun Country Highway – Joe Squire, joe@suncountryhighway.ca, 604-626-9259
 5. AddÉnergie Technologies Inc. - Chris Maguire, chris@cascadiasales.ca, 604-380-1858
 - c. Charging stations **must** be installed by a qualified electrician. Participants are free to use any qualified electrician.
 - i. The following BOMA BC members offer special pricing on installation for program applicants:
 1. Mott Electric GP – Lori Robertson, LRobertson@mottelectric.com, 604-683-5752
4. Install charging station.
 - a. Installation must be completed within **3 months** of quote being approved; at the latest by March 31st, 2014.
 - b. If a Category B EVCS is selected from the qualified products list, you must install a utility-grade meter provided by your electric utility service provider.
5. Submit final report.
 - a. Final report must be submitted within **1 month** of charging station being installed; at the latest by March 31st, 2014 to Kiomi@boma.bc.ca (with Subject “BOMA Clean Connect”)
 - b. BOMA BC will provide a final report template for information that must be submitted by the applicant to receive the incentive.
6. Incentive check sent to participant.
 - a. BOMA BC will send incentive check to participant **1 month** from date final report is approved.

If the Applicant fails to comply with the program requirements, terms and conditions, or timelines, BOMA BC will deny the incentive by written notice.

For more information please contact:

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