



# Example Timeline

Milestone	Date	Comments
Award notification	Award date <sup>1</sup>	
75% of award provided	Initial payment date <sup>2</sup>	
City to issue RFP for EV and charging station	By May 2027	We will use our defined scope of work and estimates to issue an RFP for the City to procure one EV and L2 charging station.
Select vendor(s)	By August 2027	Will be able to select and procure equipment within 3 months of going to RFP.
Vendor to finalize site plans for L2 charger installation and place equipment and vehicle order	September 2027	Likely to go with specs provided in the application.
L2 charger intallation	October 2027	Commission and monitor box truck charger.
Receive electric van	November 2027	May be delivered as late as December 2026.
Train staff on equipment and operations	December 2027 through February 2028	Staff will undergo maintenance and operations training by the equipment manufacturer. We will conduct route trials and train staff on charging procedures to ensure maximum efficiency and successful change management. The old vehicle will be retired.
Website, social media, and newsletter announcements	February-March 2028	Outreach and engagement staff will promote the City's efforts ahead of launching first delivery.
Launch electric van delivery service	March-April 2028	We will coordinate with PSE for publicity.
Adjust operations and schedules as needed based on operator and client feedback	June-August 2028	We will gather feedback from drivers and administer ongoing surveys to clients.
Project implemented and functioning		Once the project is fully implemented and functioning, we will provide a final report with closeout documentation.
Final 25% of award provided	Final payment date <sup>3</sup>	
<b>Additional comments regarding timeline:</b>		

1. **For the TER Project Grant**, awards will be determined in late Q4 of this year. **For TER Grant Matching**, awards will be determined within 2-3 months of completed application submission.
2. **For the TER Project Grant**, initial payment will be disbursed in Q1 of next year. **For TER Grant Matching**, initial payment will be disbursed within 60 days of providing proof of securing a non-PSE grant and funding agreement execution.
3. **The remaining award amount** will be remitted once the project is implemented and functioning, and a final report with closeout documentation has been submitted and verified.