



**Meeting Minutes**

September 13, 2023 CHEAPR Board Meeting via ZOOM || [View Recording](#)

Present: See [Attachment A](#)  
 Next meeting: December 14, 2023  
 Prepared by: Walter Barozi, DEEP

**I. Call to Order and Announcements**

Meeting started at **3:02 pm**.

In the absence of CHEAPR Board Chair and DEEP Commissioner Katie Dykes and Acting Deputy Commissioner Tracy Babbidge, DEEP Acting Air Bureau Chief Paul Farrell called the meeting to order and provided opening remarks.

Call of attendance for Board Members. Acting Deputy Commissioner Babbidge, PURA Chair Gillette, Sara Harari, Paul Wessel and Kate Rozen were in attendance and provided quorum.

Approval of June 15, 2023 minutes. Paul Wessel made the motion. Sarah Harari seconded and requested a correction to the spelling of her name within the minutes. Minutes were approved.

**II. Committee Reports**

DEEP Program Update

*Paul Farrell gave a budget update.*

- Budget Update: DEEP presented a new budget update format, which includes a higher level picture of the budget. The new updates includes the budget summary, incentives paid, and administrative costs:

**Budget Summary**

January 1, 2023 through July 31, 2023			
	Rebate Funds	Admin Funds	Total Funds
Incentive Payments <sup>(A)</sup>	\$2,937,375.00		\$2,937,375.00
Incentive Pipeline	\$1,146,675.00		\$1,146,675.00
Administrative <sup>(B)</sup>		\$336,692.76	\$336,692.76
<b>Total Funds Utilized</b>	<b>\$4,084,050.00</b>	<b>\$336,692.76</b>	<b>\$4,420,742.76</b>
Estimated Remaining 2023-2025 Funding	\$9,714,471.76	\$1,651,307.24	\$11,365,779.00

**A. Incentives Paid**

Type of Incentive	Payments May'23-July'23		All Payments: Jan'23-July'23	
	\$	No.	\$	No.
Vehicle	\$ 1,464,000	736	\$ 2,791,500	1,442
Rebate+	\$ 39,750	20	\$ 65,750	32
Dealer	\$ 24,575	245	\$ 80,125	759
<b>Total</b>	<b>\$ 1,528,325</b>	<b>1,001</b>	<b>\$2,937,375</b>	<b>2,233</b>

**B. Administrative Costs**

	Costs Incurred May'23-July'23	Costs Incurred Jan'23-July'23
Time and Materials	\$ 47,229.65	\$ 192,402.76
Fixed Fees (Monthly & Annual)	\$ 34,500.00	\$ 115,500.00
Application Volume (Fee/App)	\$ 22,920.00	\$ 28,790.00
<b>Total Administrative Costs</b>	<b>\$ 104,649.65</b>	<b>\$ 336,692.76</b>

- There were no comments on the budget from the board.



### EV Data Update

*Paul Farrell presented a data update.*

- a. EV numbers, including total sales just over 36,000 vehicles
- b. Connecticut DMV registrations as of July 1, 2023. DEEP will receive updated data on Jan 1, 2024.
- c. Data from NESCAUM on Connecticut plug-in vehicle sales, as well as other states that have adopted the California Zero Emission Vehicle program standards.
- d. Data from the program statistics webpage that includes popular models, rebate locations, and most popular dealerships.
- e. Tesla Model 3 and Y are far outpacing other CHEAPR eligible EVs. DEEP continuing to track increased incentive uptake and potential budget impacts.

#### Board Questions

- i. Paul Wessel asked how incentive uptake compares to other states. Brian Jones (CSE) responded that increased incentive uptake in Connecticut is comparable to other states.
- ii. Kate Rozen asked whether income caps or reduced incentive amounts were discussed in the past. Paul Farrell responded that the MSRP cap is intended to act as a surrogate for an income cap and the incentive levels were increased when a budget surplus existed.
- iii. Commissioner Marissa Gillett (PURA) asked whether income eligibility requirements should be considered in the future. Paul Farrell responded that DEEP would look at the statutory authority for the program.

### Implementation Update on Public Act 22-25

*Paul Farrell presented on implementation.*

#### 2. CHEAPR Fleets Update

- a. CHEAPR is expanding to include additional entities, including businesses, non-profits, tribal entities and municipalities. Business will be required to provide a certificate of good standing.
- b. The next step for roll out for this program is that DEEP will try to identify fleets that are priority fleets for transition. DEEP is also working through getting more information from fleet owners, operators, and sales to inform the internal planning process. DEEP will gauge demand with a similar application process to the DERA grant program. DEEP is meeting with sales representatives from the Connecticut Automotive Retailers Association (CARA) for information gathering.

#### c. Board Questions

- i. Paul Wessel asked whether DEEP is reaching out directly to fleets regarding program design. Paul Farrell responded that DEEP intends to gather information from as many sources as possible to help with program design. Tracy Babbidge also responded that it is a great opportunity and time for continued information gathering.
- ii. Sara Harari asked if DEEP has considered the charging infrastructure needs and whether CHEAPR Fleets would support funding needs for that purpose. Paul Farrell responded that the program is strictly for light duty fleets but that information would be shared with those applicants about available funds.
- iii. Sara Harari asked whether CHEAPR Fleets would be focused only on light duty vehicles with a \$50,000 MSRP cap. Paul Farrell responded that CHEAPR Fleets would only be for light duty but that other programs are available for medium-heavy duty fleet funds.
- iv. Sara Harari asked whether state owned fleets would be eligible for the program. Paul Farrell responded that state fleets would not be eligible at this time.

#### 3. Marketing Program Update

- a. Paul Farrell presented on marketing.
  - i. DEEP has selected a vendor and started the process of working with the vendor and have had meetings with Cronin.
  - ii. DEEP is continuing to move the process along toward an outreach and marketing campaign with an RFP release in the near future.

#### 4. Next Steps

- a. Paul Farrell provided an overview of next steps for CHEAPR.



- i. Continue to monitor CHEAPR utilization rate.
    - ii. Track Rebate+ Application Rate and Voucher Redemption Rate.
    - iii. CHEAPR Fleets, coordinate with CARA to understand fleet demands and sales cadence, develop pre-application process.
    - iv. Conduct additional outreach with Fleets managers to improve awareness of the program and refine pre-application process.
    - v. Continue to work with vendor to develop marketing campaign.
    - vi. Participate in the Connecticut International Auto Show this November.
  - b. Tracy Babbidge reiterated that when CHEAPR Fleets is deployed it will be important to consider charging infrastructure deployment. Paul Farrell agreed that infrastructure considerations will need to be a continued part of the discussion.
5. eBike Incentive Program
  - a. DEEP launched the Connecticut eBike Incentive Program on June 28, 2023 focused on EJ communities
  - b. Incentive levels were \$500 for a base rebate and LMI eligibility for an additional \$1000
  - c. DEEP closed the application portal ten (10) days later, on July 8, 2023, as outlined in the eBike Program Terms and Conditions. The eBike Incentive program received:
    - i. 1,343 Standard Voucher applications
    - ii. 5,051 Voucher+ applications
    - iii. 6,394 Total eBike Program applications
    - iv. 459 Voucher+ applications were approved and 113 of those were redeemed. Voucher recipients have 90 days to redeem a voucher.
  - d. eBike Program Budget
    - DEEP increased the first year of funding from \$500,000 to \$750,000 which will enable the program to issue incentives to the first 500 Voucher+ applicants.
  - e. Eligible eBike Models
    - 68 eBikes eligible Models currently.
  - f. Participating CT eBike Retailers
    - 29 Participating eBike Retailer Locations.
  - g. Paul Farrell presented data from the eBike program statistics webpage that includes popular eBike models, rebate locations, and most rebated eBike retailers.
  - h. Pete Babich provided an update that 239 vouchers were redeemed at the time of the presentation.

Board Questions

  - a. Kate Rozen asked whether clarification could be provided on whether the vouchers were for pre/post sales tax and how retailers should handle that. Paul Farrell responded that communication and clarification has been provided when eBike retailers have reached out to DEEP or CSE.
  - b. Kate Rozen asked whether communications with eBike retailers were individual to each shop or whether it occurred as a group. Paul Farrell responded that it was individual communication to each shop and that information is also available in the eBike FAQs webpage and document.
  - c. Kate Rozen asked whether the Board could see any communications share with eBike retailers. Brian Jones (CSE) responded that they would provide any relevant communications to the Board.
  - d. Kate Rozen also asked whether notification emails were sent to voucher recipients to remind them to redeem the voucher they received. Brian Jones (CSE) responded that email reminders were being sent out for those voucher recipients who had not yet redeemed their voucher.
  - e. Kate Rozen asked when Round 2 of the eBike program would be launched. Paul Farrell responded that once all the data from Round 1 was in that DEEP would have a better idea of the next round.
  - i. Paul Farrell presented eBike Program next steps
    - i. Continue Program Outreach
    - ii. Data Gathering
      - o Bike shop feedback
      - o Participant feedback
    - iii. Program Adjustments, if needed



iv. Round 2 – Design

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**III. Board Roundtable**

*No Discussion Held*

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**IV. Public Comments**

*No Public Comment Provided*

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**V. Adjournment**

The meeting was closed by Tracy Babbidge

The next Board Meeting will be held on December 14, 2023.

Meeting adjourned at **3:55 PM**



**Attachment A: Attendee Report**

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