

ADDENDUM 1

Rural EV Infrastructure Program

EV Charging Station Infrastructure

Effective date April 30, 2024

-
- The applicant must be an electric cooperative servicing rural Utah. Refer to the [Utah Office of Customer Service](#). *Page 4 - Application Eligibility Requirements*
 - Not an electric cooperative serving rural Utah. *Page 6 - Application Eligibility Exclusions*
 - Applicants may submit questions requesting clarification or assistance in interpreting any section of this Request for Proposal Application if those requests are submitted in writing on or before May 15th, 5:00 pm. All questions and written responses will be made publicly available and will be posted by May 25th, 5:00 pm, on the OED website at <https://energy.utah.gov/homepage/funding/revi/> for all prospective applicants to view. *Page 8 - Questions*



———— UTAH OFFICE OF ————
ENERGY DEVELOPMENT

Request for Grant (RFG) Applications Rural Electric Vehicle Infrastructure Program

EV Charging Station Infrastructure

Solicitation # OEDFY24002

Addendum 1

Edited 4/25/2024

APPLICATION DUE: June 1st, 5:00 p.m. MST

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INTRODUCTION AND OBJECTIVE/PURPOSE

OVERVIEW

Grant Name: Rural Electric Vehicle Infrastructure Program (EV Charging Station)

Solicitation Number: OEDFY24002

Funding Source: Utah State

Grant Period of Performance: July 1st, 2024-June 30th, 2026

Important Dates

- Application Deadline: June 1st, 2024 5pm MST
- Grant Awards: June 15th, 2024, recipients will be notified via letter from OED
- Contract Negotiation: Anticipated July 1st, 2024 awardees and OED will execute a joint agreement to outline the responsibilities of each party as well as the terms and conditions of the Rural EV Infrastructure Grant Program

BACKGROUND

The State of Utah and the electric co-operatives have prioritized EV adoption and see the need for furthering the expansion of EV charging stations in the rural area of the state.

GRANT DESCRIPTION

To enable rapid charge electric vehicle infrastructure in rural Utah, the rural EV infrastructure program will provide a \$3,000,000 matching grant program to electric co-operatives to implement EV infrastructure in rural Utah based on priority framework. Most of our rural areas do not have the density in their membership to justify the cost of installing rapid EV chargers. This program helps them install these chargers before they otherwise would.

PROPOSAL REQUIREMENTS

APPLICATION ELIGIBILITY REQUIREMENTS

In order to be considered eligible for this grant, an organization must:

1. ~~The applicant must be a member of Utah Rural Electric Cooperatives Association (URECA)~~–The applicant must be an electric cooperative servicing rural Utah. Refer to the [Utah Office of Customer Service](#).
2. The project/site must be in the State of Utah and in areas serviced by the Utah Rural Electric Cooperatives.
3. Be a legally recognized organization; this includes non-profit organizations, for-profit businesses, universities and colleges, government agencies, or other legally constituted entities.
4. This is a matching-funded program with a 1:1 dollar match of up to \$250,000 per project from OED.
5. Pursue a project with goals and objectives that align with the focus areas and objectives below:
 - Strengthening the power grid in rural areas as an investment in infrastructure
 - Decrease barriers for EV Charging Station installation
 - Ensuring that those with EVs can get to and from rural Utah communities
 - Encouraging/allowing tourists to visit National and State Parks using an EV
 - Reducing range anxiety for people as they travel in Utah
 - Reducing tailpipe emissions in sensitive areas
6. Minimum of 8 ports total of EV Charging Station per site. Applicants may choose to install multi-port and/or single port DC Charging stations (DCFC), and/or multi-port and/or single port AC Level 2 Charging Station. The EV Charging Stations must be capable of power sharing.
 - a. Power requirement for DC Fast Charging Station: 125kW or more.
 - i. DCFC: must be capable of charging any CCS-compliant vehicle and each DCFC charging port must have at least one.
 - b. Power requirement for AC Level 2 Charging stations: 15 kW or more.
 - i. AC Level 2: must have a permanently attached J-1772 connector port and must charge any J-1772 compliant vehicle.
7. All EV Charging Stations require a networking plan and minimum of 5 years equipment warranty.
8. Electric Cooperatives or the partnering organizations must be willing to own the EV Charging Station for the next 5 years. Owner/grant awardee are responsible to maintain the EV Charging Station for 5 years. Owner/grant awardee is solely responsible for maintenance and operational costs and cannot be included in the grant application.
9. Submit only one grant application per project. If an applicant wants to propose multiple projects/locations, the applicant must submit an application for each project.
10. If the grant applicant chooses to partner with the private sector, the grant application must be submitted by an electric cooperative.
11. Incomplete applications will be returned to the applicant for revision prior to the application being evaluated.

PROJECT DESCRIPTION

Each grant proposal applicants will be required to provide responses to the following:

1. **Site Description:** Applicants will provide the description of the proposed site. Proposed site pictures and site preliminary designs are required as part of this application.
2. **Charging Station Information:** Applicants will provide details on their proposed charging station including type: DC Fast Charging Station and/or AC Level 2, number of stations

and ports, the type of connector port each will have, and the power output. Applicants must include make and model of the proposed equipment and how the proposed equipment meet the eligibility criteria. Applicants will include a plan on who will be the owner of the completed EV Charging Station for the next 5 years.

3. **Warranty and Networking:** Applicants will provide the estimated uptime and attach any and all warranty documents. If the OEM warranty is less than 5 years, the applicants may describe how they will acquire the warranty to meet the eligibility requirements.
4. **Payment and Security:** Applicants will provide details for collecting payments from customers, communication of price, and plan for using the income. Applicants will explain measures taken to protect the customer's physical and cyber security.

PROPOSAL EVALUATION CRITERIA

Each grant proposal will be evaluated on a competitive basis against the responses to the following criteria (100 points possible):

1. **Project Objectives (10 points possible):** Applicants must provide a detailed description of their EV Charging Station project's objectives, emphasizing alignment with the organization's goals, state, and local needs. Clarity in articulating objectives and site selection, particularly in adherence to Utah's Statewide EV Infrastructure Upgrade plan, is crucial. Proposals should explicitly address their relevance to the REVI Program goals and demonstrate the feasibility of the project plan. The evaluation process will prioritize projects that best align with the REVI objectives, ensuring successful implementation.
2. **Budget Justification (10 points possible):** Applicants will outline the funding match dollar amount for EV charging station installation and source of match funding.
3. **Site Capability (10 points possible):** Applicants are expected to outline how the proposed type of EV Charging Stations are compatible with the proposed site, charging capacities, and site power redundancies and backups. Preference may be given to those who propose a plan with consideration of the site electricity load and power backup plan.
4. **Site Design and Amenities (25 points possible):** Applicants will outline the proposed EV Charging Station design and amenities included as part of the completed and commissioned site. If the amenities are not on site, applicants must provide the distance needed to travel to the said amenities. Preference may be given to those who propose a site with 24/7 access to a restroom, trash cans, and on-site security features (e.g. well-lit, security cameras, etc). Other considerations include proximity to restaurants, shopping centers, hiking trails, gas stations, parks, dog parks, etc.
5. **Project's Benefit (15 points possible):** Applicants will describe how the proposed project will benefit the economy, environment, and community. Preference may be given to the applicants who propose a site that will benefit the local area and align with UDOT's Statewide EV Charging Station Plan.
6. **Future Proof Plan (5 points possible):** Applicants will provide and describe how the proposed EV Charging Station will be maintained, beautified, and improved/expanded for future use. Preference may be given to those who plan on owning and maintaining the site longer than the 5 years requirement.
7. **Proposed Timeline (5 points possible):** Applicants must justify its proposed timeline from its project planning to site commission, and permits required for the proposed project. Applicants will be asked to attach a construction timeline with their application package.
8. **Site Acquisition (5 points possible):** Applicants will describe the nature of the land use: own or long-term lease. Preference may be given to those who own or already acquired the longer-term lease agreement.
9. **Site Bundling (5 points possible):** Applicants will provide the quantity and locations of proposed sites. Preference may be given to those who apply for more than one site.
10. **Expected Outcome (5 points possible):** Applicants will describe expected outcomes, including evaluation methods to measure the outcome will be met. Preference may be

given to those who identify their expected outcome that will benefit both themselves and the community they serve.

11. **Risk and Mitigation Plan (5 points possible):** The applicant will identify at least 3 risk and mitigation plans for each.

APPLICATION ELIGIBILITY EXCLUSIONS

An organization is excluded from applying for this grant if it meets any of the following:

1. ~~Not a registered member of Utah Rural Electric Cooperative Association (URECA).~~ Not an electric cooperative serving rural Utah.
1. Not based in the state of Utah.
2. Not a legally recognized organization.
3. No matching funding.
4. Does not submit the complete application package by the specified deadline.
5. Has previously used OED funding in a manner that violates grant program requirements.
6. Failure to file timely reports during previous projects with OED.
7. Failure to be in good standing with the State of Utah or the Federal Government, if funds have previously been received from DNR..

EXPECTED DELIVERABLES

Proposals for REVI – EV Charging Station projects must address how the following (minimum) outcomes will be achieved and a timeline for their completion:

Proposals for REVI – Infrastructure Upgrade projects must address how the following (minimum) outcomes will be achieved and a timeline for their completion:

1. Awardees must submit quarterly progress reports and/or recorded meetings during the execution of the project detailing in-depth project progress, challenges and solutions, budget and expenditures, preliminary findings, and addressing risk(s).
 - a. Include pictures or videos of the construction progress as supporting documents.
2. At the conclusion of the project, awardees must submit a final report summarizing the original project scope, funding amount awarded, accomplishments, results and conclusions, and 1) suggestions for future awardee EV infrastructure implementation development project plans and 2) suggestions for how the OED EV program can help awardees with future EV projects.
 - a. In the final report, include attached photos and/or videos of the completed project site.
3. Awardees must submit the summary of the EV Charging Station operation after one (1) full year of the site commissioning date. This report must include uptime of the charging station and the maintenance.
4. Awardees shall acknowledge the contributions of OED for any infrastructure development, project results, or community impact/benefits in any news article, journal article, social media post, etc.

BUDGET

The budget for the entire REVI program is as follows:

- State Funds Total: \$3,000,000 which breaks down into 2 tracks of the program.

Program Detail	REVI Total Budget	Maximum per
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		Project
Infrastructure and Electrical Upgrade	\$2,000,000	\$500,000
EV Charging Station*	\$1,000,000*	\$250,000*

*Note: This RFGA is for EV Charging Station Infrastructure track.

The following requirements apply to the proposal budget:

- Awardee will provide a 1:1 cost matching at a minimum of 100%

FUNDING

The application shall adhere to the following program funding requirements:

The total amount in the grant funding pool is \$1,000,000 distributed by competitive award across the State of Utah. Maximum funding from OED per project is \$250,000.

1. The funding amount requested from OED may not exceed the amount of an organization's matching funding.
2. Funding awarded by OED for specific REVI Program – Infrastructure and Electrical Upgrade scope cannot be used for any other purposes.
3. No additional funding will be added to the awardee's project. Once the funding is expended, no additional funding may be requested during the project.

The award reimbursement will be as follow:

Stage	Percentage of Fund	Amount
Upon EV Charging Station Infrastructure completion	70%	\$175,000
Upon submission of the first year annual report	30%	\$75,000

PERIOD OF PERFORMANCE

1. Funding will be allocated for grant recipients beginning on the first day of the stated period of performance on the executed contract. The period of performance will be project-specific and should be provided in the grant proposal.
2. The allocated funding will be reimbursed to the applicant once the applicant completed the tasks promised (post-performance funding).
3. OED may elect to terminate the grant for non-compliance or lack of available funding.

EVALUATION AND AWARD

1. The applicants with the highest scores on the competitive part of the application will be selected.
2. The award amount and number of awards will be based on the program application, evaluation criteria, and funding availability.
3. If there is funding left, additional phases may open up for more applications.
4. OED reserves the right to make partial awards that do not meet the full amount requested.

OTHER INFORMATION

1. Applicants must be available for questions or clarification during the grant review period.
2. OED reserves the right to reject any and all applications or withdraw this offer at any time.
3. A public abstract (written by the applicant) will be provided in the contract and made publicly available.

QUESTIONS

Applicants may submit questions requesting clarification or assistance in interpreting any section of this Request for Proposal Application if those requests are submitted in writing on or before ~~April 15th, 5:00 pm~~ May 15th, 5:00 pm. All questions and written responses will be made publicly available and will be posted by ~~April 25th, 5:00 pm~~ May 25th, 5:00 pm, on the OED website at <https://energy.utah.gov/homepage/funding/revi/> for all prospective applicants to view. Applicants may reach out to the Contract Owner with any questions. Direct questions to the following:

- Contract Owner: Poy Prasurttwong, kprasurttwong@utah.gov, 801-793-8327
- Contract Analyst: Jayden Ellsworth, jellsworth@utah.gov, 801-419-8765

ADDENDA

If OED finds it necessary to modify the RFG Application for any reason, it will issue a written addendum to the original RFG Application. Final Addenda will be posted no later than 05/15/2024.

APPLICATION PROCESS

TIMELINE

- **June 1, 5:00 pm MST:** Application Submission Deadline
- **June 15:** Anticipated Grant Award Announcement Date
- **July 1:** Anticipated Contract Negotiation Date

REQUIRED SUPPORTING DOCUMENTS

1. **Site Photo.** Photos of proposed project site and/or locations with captions. Include pictures of the transformer nameplate and meter panel if applicable. (.jpg/.jpeg format preferred)
2. **Letters of Support (LOS).** Attach letters of support (LOS) from external collaborative utilities and communities with the application.
 - a. Utility – LOS should provide a brief description of how the utility will support the proposed project, including any of the following: financial, resource, staff, and other types of support. Letters should be on letterhead and include specific detailed information about the organization's role and function and how the organization will support the proposed project. It will also include details of prior successes from previous collaborations. Letters shall be signed by leadership.
 - i. Interagency agreement, memoranda of understanding, or other comparable documents are encouraged; however, these are not letter(s) of support.
 - b. Community – LOS should provide community-backed support for the proposed project done by applicants. This should be a formal document from local government agencies, businesses, and non-profit organizations signifying they are supportive of the proposed EV charging stations and the location.
3. **Site Evaluation.** Include any documentation of discussion with the site utility provider demonstrating if the site has the load capacity to support the proposed EV Charging Station Project and/or necessary upgrades.
4. **Site Agreement.** Land ownership documentation, long-term lease agreements, or agreement between landowners and the applicant. Letter of Intention is acceptable however if the applicant got awarded for the program, the applicant will have 60 days to provide OED with a signed lease agreement.
5. **Design Drawings and Site Evaluation.** One-line electrical diagram and site plan showing the location of the project components on the property. Load Calculations can be used as site evaluation documents: estimating the capability of the new upgrade.
6. **Funding Sources of Matching Fund.** Documentation confirming secured and/or allocated funds to be used for this project. Confirmation emails or letters of confirmation from the organization's finance director is acceptable.
7. **Equipment Specification.** EV Charging Station equipment specification, warranty, and type of charging station that will be installed at the proposed site.
8. **Construction Bids or Quotes.** 2 or more proposals, bids and/or contracts to support budget estimates.
9. **Construction Timeline:** Timeline that shows project planning through project completion with dates of major milestones. Timeline for EV Charging Station installation after project completion is encouraged.
10. Include Business License or Articles of Incorporation with the application—if applicable.
11. Include 501(c)(3) with the application—if applicable.

HOW TO APPLY

1. By submitting an application to this RFGA, the Applicant acknowledges and agrees that the requirements, Scope of Work, and the evaluation process outlined in this RFG Application are understood, fair, equitable, and are not unduly restrictive. Any exceptions to the content of this RFG Application must be addressed within the Q&A period. The Applicant further acknowledges that it has read this RFG Application, along with any attached or referenced documents, including the Grant Contract Terms and Conditions.
2. Applicant must use the forms found at <https://energy.utah.gov/homepage/funding/revi/> to submit an application.
3. Applicant must bear the cost of preparing and submitting the application.
4. Application should be formatted as outlined so the grant evaluation committee can rate it for completeness and responsiveness to the RFGA criteria.
5. Failure to comply with any part of the RFG Application requirements will result in disqualification and the proposal will not be considered for funding.
6. Applications submitted after the deadline will not be considered for funding.
7. Application forms shall be filled out electronically. The forms are created as save-able documents. Forms can be found at <https://energy.utah.gov/homepage/funding/revi/>.
8. Only original forms will be considered, and any scanned documents will result in rejection without further evaluation.
9. Applicants must submit **via email** to the Contract Analyst's email address: **jellsworth@utah.gov** with the subject line as REVI Program EV Charging Station Grant Application and the corresponding **RFGA number OEDFY24002 by June 1st 5:00 pm MST** deadline. The formatting of the application documents must adhere to the original format (without the final signature).
10. Applications that include additional information such as personalized cover sheets, table of contents, pamphlets, organizational public relations information, addenda, or any other documentation not requested or required in this RFGA will be sent back for revision. The applicant may resubmit before the stated deadline.
11. OED may request the correction of any application mistakes found during the review period. Applicant must respond within the time period provided in the request.

SUBMISSION CHECKLISTS

Application Checklist, Due: June 1st, 5:00pm MST	
<input type="checkbox"/>	Application submitted via email (jellsworth@utah.gov)
<input type="checkbox"/>	Grant Application Narrative
<input type="checkbox"/>	Required Supporting Documents (See checklist on Application Narrative)
<input type="checkbox"/>	Business License or Articles of Incorporation
<input type="checkbox"/>	Budget Narrative, Quote, and Itemization Form

Electronic Application must be emailed by 06/01/2024, 5:00 pm MST. Please submit to:

Email copy (required):
jellsworth@utah.gov

Questions:

Contract Owner: Poy Prasurtwong, kprasurtwong@utah.gov, 801-793-8327

Contract Analyst: Jayden Ellsworth, jellsworth@utah.gov, 801-419-8765



APPENDIX A
Application Narrative
Solicitation #OEDFY24002

**Utah Rural Electric Vehicle Infrastructure
EV Charging Station Infrastructure**

Please fill out this form as completely and concisely as possible. Incomplete forms will delay processing and could impact consideration for grant approval.

Review the REVI Program Request of Grant Application prior to completing and submitting this application.

How to Apply

Step 1: Complete the application form and supplemental document checklist. Applicants must complete all fields in the application form provided in order for their project to be considered for funding. This application and supplemental material provided at the time of application will serve as the primary means by which projects will be evaluated. The Utah Office of Energy Development (OED) may contact you for further information. Please provide primary and secondary contact information.

Step 2: Submit your completed application form, supplemental document checklist and supplemental documents to jellsworth@utah.gov.

Questions about the funding award, the application and the funding process should be submitted to jellsworth@utah.gov.

APPLICATION DUE: June 1, 2024 5:00 p.m. MST

Supporting Document Checklist

Applicants must include the following required supporting application documents for their project to be considered for funding. Documents must be attached to this application. Please submit this completed checklist along with your application. If any required documents are not included, please identify the reason why (below).

Required Supporting Application Documents:

- Site Photo.** Photos of proposed project site and/or locations with captions. Include pictures of the transformer nameplate and meter panel if applicable. (.jpg/.jpeg format preferred)
- Letter of Support.** The letters of support can be from local government agencies, businesses, and non-profit organizations signifying they are supporting the proposed EV Charging Station Project and location.
- Site Evaluation.** Include any documentation of discussion with the site utility provider demonstrating if the site has the load capacity to support the proposed EV Charging Station Project and/or necessary upgrades.
- Site Agreement.** Land ownership documentation, long-term lease agreements, or agreement between landowners and the applicant. Letter of Intention is acceptable however if the applicant got awarded for the program, the applicant will have 60 days to provide OED with a signed lease agreement.
- Design Drawings and Site Evaluation.** One-line electrical diagram and site plan showing the location of the project components on the property. Load Calculations can be used as site evaluation documents: estimating the capability of the new upgrade.
- Funding Sources of Matching Fund.** Documentation confirming secured and/or allocated funds to be used for this project. Confirmation emails or letters of confirmation from the organization's finance director is acceptable.
- Equipment Specification.** EV Charging Station equipment specification, warranty, and type of charging station that will be installed at the proposed site.
- Construction Bids or Quotes.** Bids, quotes, and/or contracts to support budget estimates.
- Construction Timeline:** Timeline that shows project planning through project completion with dates of major milestones. Timeline for EV Charging Station installation after project completion is encouraged.

Part 1: Applicant Contact Information

Contact Information					
Entity Name:					
Federal Tax ID #:					
UEI #:					
Mailing Address:					
City:		State:		Zip code:	
Primary Contact Name:		Title:			
Phone:		Email:			
Alternate Contact Name:		Title:			
Phone:		Email:			

Part 2: Project Information

Project Information - Site Location			
Site Address: (include GPS coordinates if applicable)			
City:		Zip code:	
Site Owner:			
Site Utility Provider:			

Project Information - Site Description	
Requirement	Applicant Plan
<p>Provide a brief description about this site and how it will align with UDOT's Statewide EV Charging Plan.</p> <p>Preference may be given to locations that will be most impactful for future EV Charging Station location/city.</p>	

Project Information - Equipment Information	
Requirement	Applicant Plan
<p>Number and Type of Chargers: Provide details on the number and type of chargers being installed and how they will meet the requirement.</p> <p>Please include the make and model of EV charging units.</p>	
<p>Connector Type: Describe what kinds of EV Charging Station connector/plug type will be used.</p>	
<p>Power Level: With selected EVSE, provide details of the power output that will be beneficial to users and plans to make sure the power levels are met.</p>	
<p>Equipment Warranty and Networking: Provide equipment specifications, warranty documents, equipment data sharing, and estimated uptime.</p>	

<p>Payment and Security: Provide details for collecting payments from customers if applicable.</p> <p>If collecting payments, briefly describe your communication of price and a plan for using income.</p> <p>Explain measures taken to protect a customer's physical and cyber security.</p>	
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Part 3: Competitive Consideration Criteria

Competitive Consideration Criteria	
Area of Consideration	Applicant Plan
<p>Project Objectives: Provide the organization's objective and purpose of the proposed project. And, how the proposed project's objectives align with the overall organization goals and program's objectives.</p>	
<p>Budget Justification: Outline the applicant's funding match dollar amount for EV charger installation and the source of the match funding.</p> <p>Note: While a dollar-for-dollar grant, REVI has an OED max contribution amount of \$250,000 per project.</p>	

<p>Site Capability: Outline the proposed type of EVSE (DCFC and/or Type 2). Detail the proposed completed and commissioned site changing capacities and site power redundancies and backups.</p> <p>Preference may be given to applicants who propose a plan with consideration of the site electricity load and power backup plan.</p>	
<p>Site Design and Amenities: Outline the proposed EV charging station design and amenities included as part of the completed and commissioned site.</p> <p>Provide details such as:</p> <ul style="list-style-type: none"> ● Onsite or nearby third-party amenities (bathroom, convenience store, restaurants, trash can, etc.) ● Attraction (nearby trail or park) ● Cell phone / WiFi service ● Safety and security ● Signage and Traffic Control ● Inclement weather coverings ● Well-lit ● ADA ● Credit card without membership <p>Preference may be given to the applicant who proposes a site with 24/7 hours bathroom access and security plan.</p>	
<p>Project's Benefit: Describe how this project will benefit the economic, environmental, and community.</p> <p>Preference may be given to the applicants who propose a site that will benefit the local area and align with UDOT's Statewide EV Charging Plan.</p> <p>Preference may be given to the applicant who considers engagement with the community towards EV adoption.</p>	

<p>Future Proof Plan: Outline a plan for how the EV charging station will be maintained, beautified, and improved/expanded for future use.</p> <p>Preference may be given to the applicant who plans on owning this site longer than the 5 years requirement.</p>	
<p>Proposed Timeline: Outline the project timeline.</p> <p>Preference may be given to the applicants who propose full operation within 2 years of the date awarded.</p>	
<p>Site Acquisition: Describe the property ownership.</p> <p>Preference may be given to the applicant who provide applicable document(s) such as:</p> <ul style="list-style-type: none"> ● Letter of intention ● Site lease agreement (5 years minimum) ● Proof of ownership 	
<p>Site Bundling: If applying for REVI funding for more than one site, describe the advantages and opportunities created through such bundling.</p> <p>Please provide a number of sites and locations.</p>	

<p>Expected Outcome: Detail the proposed project outcomes and evaluation of the outcomes.</p> <p>Preference may be given to applicants who identify their expected outcome that will benefit both themselves and the community.</p>	
<p>Risks and Mitigation Plan: Identify at least three (3) risks and the mitigation plan for the proposed project.</p>	



Application Acknowledgement & Certification

In signing below, the Applicant certifies under penalty of perjury the foregoing is true and correct.

- The information in this application and accompanying documents is true and correct to the best of the Applicant's knowledge.
- The Applicant is an official representative of the electric cooperative that would be receiving the funds.
- The location of the project is within the State of Utah and in areas serviced by the Utah Rural Electric Cooperatives.
- The Applicant acknowledges that a equipment warranty minimum of 5-years is required.
- The Applicant agrees to provide the Supporting Documents requested for this application.
- The Applicant acknowledges that OED may ask for any supporting documentation for the proposed project.
- The Applicant acknowledges that the funding assistance award is a reimbursement for money spent by the applicant on the eligible project activities. The Utah Office of Energy Development will not disburse funds to the applicant until the applicant has completed its proposed project and complied with the conditions of the Rural Electric Vehicle Infrastructure Grant Agreement ("Agreement") that will be provided to the applicant during the Contract Negotiation.
- The Applicant acknowledges that the project must be maintained and operational for a minimum of 5 years following the completion of the project at the expense and responsibility of the named owner
- The Applicant acknowledges that any and all costs incurred to complete this application are the responsibility of the applicant.
- The Applicant acknowledges that any false statement may be grounds for disqualification for the grant.
- The Applicant acknowledges adherence to any and all criteria listed on the REVI Request for Grant Application documents that are not listed here.

Signature of Application Preparer

Signature of Leadership

Applicant name (print)

Leadership Name (print)

Date

Date

Appendix B
Office of Energy Development
Budget Narrative and Itemization Form

All planned expenses must be itemized, detailed and described for each line item.
Cells may be expanded as necessary in order to provide all required information.

Organization:

Contract Dates:

Category I - Indirect Expenses:

a) NICRA - If the organization has a federally approved Negotiated Indirect Cost Rate Agreement (NICRA), the NICRA **must** be used in Category I, unless the organization voluntarily chooses to waive indirect costs or charge less than the full indirect cost rate.

Any administrative costs that are not part of the base of the NICRA and are direct charged can be listed in Category II.

b) De Minimis - SEP funding does not allow for a de minimis rate.

Organizations that have elected de minimis rate for other federally approved grants must use Category II for direct administrative costs.

Category I Indirect Costs	NICRA Rate and Base(s)	Grant Funds Requested
Indirect Costs		\$ -
<i>Cannot exceed the entity's federally approved indirect cost rate (NICRA)</i>		

Category II - Direct Administrative Expenses:

If the organization **DOES NOT** have a NICRA and **CANNOT** use the de minimis rate, the organization **must** use Category II if charging Direct Administrative Expenses.

Category II Direct Administrative Expenses	Itemized Details of Grant Funds Requested	Grant Funds Requested
Salaries		\$ -
Fringe Benefits		\$ -
Communications (e.g. Consistent monthly charges including and not limited to: printing, copying, phone, internet, postage)		\$ -
Equipment (e.g. computers, laptops, printers, furniture)		\$ -
Insurance		\$ -
Material and Supplies (e.g. consumable goods)		\$ -
Professional Fees & Contract Services (e.g. consultants, security)		\$ -
Space Costs (e.g. rent, lease)		\$ -
Staff Travel & Transportation		\$ -
Staff Development & Training		\$ -
Utilities (consistent monthly utility charges - gas, water)		\$ -
Total Category I Indirect Expenses and Category II Direct Administrative Expenses		\$ -

Category III - Direct Program Expenses:		
Category III Program Expenses	Itemized Details of Grant Funds Requested	Grant Funds Requested
Salaries		\$ -
Fringe Benefits		\$ -
Communications (e.g. Consistent monthly charges including and not limited to: printing, copying, phone, internet, postage)		\$ -
Equipment (e.g. computers, laptops, printers, furniture)		\$ -
Insurance		\$ -
Material and Supplies (e.g. consumable goods)		\$ -
Professional Fees & Contract Services (e.g. consultants, security)		\$ -
Space Costs (e.g. rent, lease)		\$ -
Staff Travel & Transportation		\$ -
Staff Development & Training		\$ -
Utilites (consistent monthly utility charges - gas, water)		\$ -
Total Category III Program Expenses		\$ -
Total Category I, Category II, and Category III Expense		\$ -

Notes:



**Attachment A: Evaluation Score Sheet
REVI - EV Charging Station Infrastructure**

Solicitation #OEDFY24002

Score will be assigned as follows:

- 0 = Failure, no response
- 1 = Poor, inadequate, fails to meet requirement
- 2 = Fair, only partially responsive
- 3 = Average, meets minimum requirement
- 4 = Above average, exceeds minimum requirement
- 5 = Superior

Application #: _____

Organization: _____

Evaluator #: _____

Instructions:

- Review Supplemental Document attached with the application.
- Evaluate how well the applicant responded to Part 3: Competitive Consideration Criteria as sections listed below. Scores can range from a low of zero to a high of five (see box).

Supplemental Document Checklist

Criteria	Score	
	Yes	No
Applicant meets all eligibility requirement criteria.	Yes	No
Applicant successfully attaches all required supporting documents. If one of the documents is not attached, the applicant provided reasons supporting the action.	Yes	No
Applicant has provided at least 2 bids for each cost.	Yes	No
Application is completed (all 3 sections of the application) and submitted within a timely manner.	Yes	No

Part 3: Competitive Consideration Evaluation Criteria:

Evaluation Criteria (100 points possible)	Score	Total Points Possible
NARRATIVE		
1. PROJECT OBJECTIVE: (10 points possible)		
<u>Overall Objective:</u>		5 points possible
<u>Objective Alignments:</u> Within organization and the program		5 points possible
2. Budget Justification: (10 points possible)		
<u>Budget Justification:</u>		5 points possible
<u>Match Amount:</u>		5 points possible

3. SITE CAPABILITY: (10 points possible)		
<u>Details Equipment and Utility Capability:</u>		6 points possible
<u>Emergency Charging Plan:</u>		4 points possible
4. SITE DESIGN AND AMENITIES: (25 points possible)		
<u>Site Design:</u>		5 points possible
<u>Amenities and Site Maintenance:</u>		15 points possible
<u>Sanitary:</u> Bathroom and trash cans on site		5 points possible
5. PROJECT'S BENEFIT: (15 points possible)		
<u>Economic Benefits:</u>		2 points possible
<u>Environmental Benefits:</u>		2 points possible
<u>Community Benefits:</u>		2 points possible
<u>Overall Benefits:</u>		9 points possible
6. FUTURE PROOF PLAN: (5 points possible)		
<u>Long-Term Impact:</u>		5 points possible
7. PROPOSED TIMELINE: (5 points possible)		
<u>Project Timeline:</u> 2 years or less		5 points possible
8. SITE ACQUISITION: (5 points possible)		
<u>Nature of the Proposed Site:</u>		5 points possible
9. SITE BUNDLING: (5 points possible)		
<u>Bundling Multiple Sites:</u>		5 points possible
10. EXPECTED OUTCOME: (5 points possible)		
<u>Overall Outcome and Evaluation:</u>		5 points possible
11. RISK AND MITIGATION PLAN: (5 points possible)		
<u>Potential Risk and Preparedness:</u>		5 points possible

TOTAL EVALUATION POINTS	Total	100 points possible
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Evaluator Overall Notes and Comments:

