

# ADDENDUM 1

## Rural EV Infrastructure Program Infrastructure and Electrical Upgrade

**Effective date April 30, 2024**

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- 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 servicing 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 15<sup>th</sup>, 5:00 pm. All questions and written responses will be made publicly available and will be posted by May 25<sup>th</sup>, 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**

## **Infrastructure and Electrical Upgrade**

Solicitation #: OEDFY24001

### **Addendum 1**

Edited 4/25/2024

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

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# INTRODUCTION AND OBJECTIVE/PURPOSE

## OVERVIEW

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**Grant Name:** REVI Program (Infrastructure Upgrade)

**Solicitation Number:** OEDFY24001

**Funding Source:** Utah State

**Grant Period of Performance:** July 1<sup>st</sup>, 2024 – June 30<sup>th</sup>, 2026

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### Important Dates

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

## BACKGROUND

In light of the increasing and anticipated demands on Utah's electric infrastructure, the State of Utah acknowledges the imperative need for upgrades to ensure the stability of the grid and accommodate future loads. Recognizing this necessity, funds have been allocated to this project during the recent legislative session. The primary objective is to enhance utility and electrical capacity to meet the ongoing demand for electric vehicle charging. By doing so, we aim to reduce barriers to installing charging stations in rural Utah, where costs often exceed the norm.

## 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 (UREGA).~~ 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 \$500,000 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. Site preparations and electrical upgrades shall support capacity for a minimum of 4 units of 125kW DC fast charging stations (8 ports).
  - a. Note that to be eligible for the National EV Infrastructure (NEVI) program, capacity for 150kW DC fast charging stations is required.
7. 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.
8. If the grant applicant chooses to partner with the private sector, the grant application must be submitted by an electric cooperative.
9. Incomplete applications will be returned to the applicant for revision prior to the application being evaluated.
10. The selected site of the program will have EV Charging Stations fully installed and commissioned in the next 2 years after the upgrade has been completed.

## 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 site and how it aligns with the UDOT's Statewide EV Charging Station Plan. Attachments of site pictures and site designs are required.
2. **Proposed Upgrade Project Plan:** Applicants will provide details on what type of upgrade and power levels.
3. **Equipment Information:** Applicants must provide and attach any warranty document and equipment specifications. If the proposed upgrade does not include any equipment installation, applicants will need to specify in this section.
4. **Right to Use the Land:** Applicants will describe the nature of the land of the proposed project. Attachments of land usage agreements are required.

5. **Construction Permitting:** Applicants will ask to identify any permits required for the proposed project and the timeline of acquiring them.

## 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 electrical and infrastructure upgrade project 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 (5 points possible):** Applicants will outline and provide a justification for the proposed project budget and resource allocation. They will describe the percentage of their matching fund and funding source. Applicants will be asked to provide 2 or more proposals, bids and/or contracts to support budget estimates. They will also describe how the project funds/resources will be used effectively/productively.
3. **Future Use (25 points possible):** Applicants are expected to provide detailed plans of the future use of the upgraded site. This plan should clearly detail site capabilities, encompassing site design, while also demonstrating a forward-thinking and future-proof approach. Preference may be given to those who plan to install multiple high-power DC Fast Charging Stations within 2 years after proposed project completion date.
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. **Proposed Timeline (5 points possible):** The applicant must justify its proposed timeline from its project planning to site commission, and permits required for the proposed project. The applicant will be asked to attach a construction timeline with their application package.
6. **Project's Benefit (10 points possible):** The applicant will describe how the proposed project will benefit the economic, 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.
7. **Sustainability (5 points possible):** The applicant will provide and describe potential capability for the long-term (5 years from project completion) viability of the project and its impact on the community/state.
8. **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.
9. **Expected Outcome (5 points possible):** Proposals 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.

10. **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.
2. Not based in the state of Utah.
3. Not a legally recognized organization.
4. No matching funding.
5. Does not submit the complete application package by the specified deadline.
6. Has previously used OED funding in a manner that violates grant program requirements.
7. Failure to file timely reports during previous projects with OED.
8. 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 – 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 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 Project
Infrastructure and Electrical Upgrade*	\$2,000,000*	\$500,000*
EV Charging Station Infrastructure	\$1,000,000	\$250,000

\*Note: This RFGA is for Infrastructure and Electrical Upgrade 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 \$2,000,000 distributed by competitive award across the State of Utah. Maximum funding from OED per project is \$500,000.

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 Infrastructure and Electrical Upgrade completion	70%	\$350,000
Upon EV Charging Station Installation and commission	30%	\$150,000

## 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 15<sup>th</sup>, 5:00 pm~~ May 15<sup>th</sup>, 5:00 pm. All questions and written responses will be made publicly available and will be posted by ~~April 25<sup>th</sup>, 5:00 pm~~ May 25<sup>th</sup>, 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 Prasurtwong, [kprasurtwong@utah.gov](mailto:kprasurtwong@utah.gov), 801-793-8327
- Contract Analyst: Jayden Ellsworth, [jellsworth@utah.gov](mailto: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. The final Addenda will be posted no later than 05/01/2024.

# 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, signed by leadership, 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.
    - 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 not only they are supportive of the infrastructure but they show interest in building EV charging stations as a result of the utility upgrade.
3. **Rights to Use the Land.** Land ownership documentation, long-term lease agreements, or agreement between landowners and utility companies.
4. **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 to estimate the capability of the new upgrade.
5. **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.
6. **Equipment Specification.** If the proposed project will be installing any type of equipment, please include equipment specification, warranty, and manufacturer.
7. **Construction Bids or Quotes.** Proposals, bids and/or contracts to support budget estimates.
8. **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.
9. Include Business License or Articles of Incorporation with the application—if applicable.
10. 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 a request for revision. Applicants may resubmit before the stated deadline.
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. Applicants must submit **via email** to the Contract Analyst's email address: **jellsworth@utah.gov** with the subject line REVI Program - Infrastructure Upgrade Grant Application and the corresponding **RFGA number OEDFY24001 by June 1<sup>st</sup> 5:00 pm MST** deadline. The formatting of the application documents must adhere to the original format (without the final signature).
9. 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.
10. 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 ( <a href="mailto:jellsworth@utah.gov">jellsworth@utah.gov</a> )
<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](mailto:jellsworth@utah.gov)

**Questions:**

Contract Owner: Poy Prasurtwong, [kprasurtwong@utah.gov](mailto:kprasurtwong@utah.gov), 801-793-8327  
Contract Analyst: Jayden Ellsworth, [jellsworth@utah.gov](mailto:jellsworth@utah.gov), 801-419-8765



**APPENDIX A**  
**Application Narrative**  
Solicitation #OEDFY24001

**Utah Rural Electric Vehicle Infrastructure  
Infrastructure and Electrical Upgrade**

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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](mailto:jellsworth@utah.gov).

Questions about the funding award, the application and the funding process should be submitted to [jellsworth@utah.gov](mailto: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(s) of Support.** The letters of support can be from local government agencies, businesses, and non-profit organizations signifying not only they are supportive of the infrastructure but they show interest in building EV charging stations as a result of the utility upgrade.
- Site Evaluation.** Include any documentation of discussions with the site utility provider demonstrating that the proposed site-preparation project will provide the necessary capabilities to support future EV Charging Stations installation for the site.
- Rights to Use the Land.** Land ownership documentation, long-term lease agreements, or agreement between landowners and utility companies.
- 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 to estimate 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.** If the proposed project will be installing any type of equipment, please include equipment specification, warranty, and manufacturer.
- Construction Bids or Quotes.** Attach a minimum of 2 bids or quotes to support budget estimates.
- Construction Timeline.** Timeline that shows project planning through project completion with dates of major milestones and expected deliverables. 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 <a href="#">UDOT's Statewide EV Charging Plan</a>.</p> <p>Preference may be given to locations that will be most impactful for future EV Charging Station location/city.</p>	

Project Information - Site and Equipment	
Requirement	Applicant Plan
<p><b>Proposed Upgrade Project Plan:</b> Provide details on type of proposed upgrades and power levels.</p>	
<p><b>Equipment Information:</b> If the proposed project includes installing any type of equipment please provide details of equipment specification, and OEM warranty or extended warranty.</p> <p>Attach equipment spec document and warranty documents.</p>	
<p><b>Rights to Use the Land:</b> Provide nature of land of the proposed project.</p> <p>If the land is under lease or an agreement with the landowner, provide renewal of agreement date.</p> <p>Attach land ownership documentation, long-term lease agreements, or agreement between landowner and utility company.</p>	



<p><b>Construction Permitting:</b> Identify necessary permits and other approvals required for the proposed project.</p>	
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**Part 3: Competitive Consideration Criteria**

Competitive Consideration Criteria	
Area of Consideration	Applicant Plan
<p><b>Project Objectives:</b> 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><b>Budget Justification:</b> Outline the applicant's funding match dollar amount for electrical and infrastructure upgrade and the source of the match funding.</p> <p>Note: While a dollar-for-dollar grant, REVI has an OED max contribution amount of \$500,000 per project.</p>	

<p><b>Future Use:</b> Provide detailed plans of the future usage of the upgraded site.</p> <p>If the organization plans to have the private sector install EV charging stations at this location after, provide timeline and methodology.</p> <p>Preference may be given to the applicants who plan to install multiple high-power output DC Fast Charging Stations within 2 years after the proposed project completion date.</p>	
<p><b>Site Design and Amenities:</b> Outline the proposed site design and amenities included as part of the completed and commissioned site with EV Charging Stations installed.</p> <p>Provide details such as:</p> <ul style="list-style-type: none"> <li>● Onsite or nearby third-party amenities (bathroom, convenience store, restaurants, trash can, etc.)</li> <li>● Attraction (nearby trail or park)</li> <li>● Cell phone / WiFi service</li> <li>● Safety and security</li> <li>● Signage and Traffic Control</li> <li>● Inclement weather coverings</li> <li>● Well-lit</li> <li>● ADA</li> <li>● Credit card without membership</li> </ul> <p>Preference may be given to the applicant who proposes a site with 24/7 hours bathroom access and security plan.</p>	
<p><b>Proposed Timeline:</b> Outline the estimated project timeline and how you will accomplish the proposed timeline.</p>	

<p><b>Project's Benefit:</b> 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><b>Sustainability:</b> Provide potential capability for the long-term (5 years from project completion) viability of the project and its impact on the community/state.</p>	
<p><b>Site Bundling:</b> 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><b>Expected Outcome:</b> Detail the proposed project outcomes and evaluation method to measure the outcomes.</p> <p>Preference may be given to applicants who identify their expected outcome that will benefit both themselves and the community they serve.</p>	
<p><b>Risks and Mitigation Plan:</b> 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 <i>(e.g. Consistent monthly charges including and not limited to: printing, copying, phone, internet, postage)</i>		\$ -
Equipment <i>(e.g. computers, laptops, printers, furniture)</i>		\$ -
Insurance		\$ -
Material and Supplies <i>(e.g. consumable goods)</i>		\$ -
Professional Fees & Contract Services <i>(e.g. consultants, security)</i>		\$ -
Space Costs <i>(e.g. rent, lease)</i>		\$ -
Staff Travel & Transportation		\$ -
Staff Development & Training		\$ -
Utilities <i>(consistent monthly utility charges - gas, water)</i>		\$ -
<b>Total Category I Indirect Expenses and Category II Direct Administrative Expenses</b>		<b>\$ -</b>

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)		\$ -
<b>Total Category III Program Expenses</b>		<b>\$ -</b>
<b>Total Category I, Category II, and Category III Expense</b>		<b>\$ -</b>

Notes:



**Attachment A: Evaluation Score Sheet**  
**Rural Electric Vehicle Infrastructure - Electrical and Infrastructure Upgrade**  
 Solicitation #OEDFY24001

**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).
- Use applicant responses to Project Description as supplemental information to help score the competitive evaluation criteria.

**Applicant Pre-Screening Criteria**

Criteria	Score	
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
<b>NARRATIVE</b>		
<b>1. PROJECT OBJECTIVE: (10 points possible)</b>		
<u>Overall Objective:</u>		5 points possible
<u>Objective Alignments:</u> Within organization and the program		5 points possible
<b>2. BUDGET JUSTIFICATION: (5 points possible)</b>		
<u>Budget Justification:</u>		5 points possible
<b>3. FUTURE USE: (25 points possible)</b>		
<u>Details on Plans:</u>		15 points possible



<b>Plan's Timeline: 2 years</b>		<b>10 points possible</b>
<b>4. SITE DESIGN AND AMENITIES: (25 points possible)</b>		
<b>Site Design:</b>		<b>5 points possible</b>
<b>Amenities and Site Maintenance:</b>		<b>15 points possible</b>
<b>Sanitary: Bathroom and trash cans on site</b>		<b>5 points possible</b>
<b>5. PROPOSED TIMELINE: (5 points possible)</b>		
<b>Project Timeline:</b>		<b>5 points possible</b>
<b>6. PROJECT'S BENEFIT: (10 points possible)</b>		
<b>Economic Benefits:</b>		<b>2 points possible</b>
<b>Environmental Benefits:</b>		<b>2 points possible</b>
<b>Community Benefits:</b>		<b>2 points possible</b>
<b>Overall Benefits:</b>		<b>4 points possible</b>
<b>7. SUSTAINABILITY: (5 points possible)</b>		
<b>Long-Term Impact:</b>		<b>5 points possible</b>
<b>8. SITE BUNDLING: (5 points possible)</b>		
<b>Bundling Multiple Sites:</b>		<b>5 points possible</b>
<b>9. EXPECTED OUTCOME: (5 points possible)</b>		
<b>Project Outcome:</b>		<b>3 points possible</b>
<b>Outcome Evaluation Method:</b>		<b>2 points possible</b>
<b>10. RISKS AND MITIGATION PLAN: (5 points possible)</b>		
<b>Potential Risk and Preparedness:</b>		<b>5 points possible</b>

<b>TOTAL EVALUATION POINTS</b>	<b>Total</b>	<b>100 points possible</b>
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**Evaluator Overall Notes and Comments:**

