



**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.

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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)		\$ -
<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		\$ -
Utilities (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: