



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

**Request for Grant Applications (RFGA)  
Rural Electric Vehicle Infrastructure  
Program**

**Infrastructure and Electrical Upgrade  
Phase 2**

Solicitation #OEDFY25003

**APPLICATION DUE: November 29, 2024**

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## INTRODUCTION AND OBJECTIVE/PURPOSE

### OVERVIEW

**Grant Name:** REVI Program Phase 2 (Infrastructure Upgrade)

**Solicitation Number:** OEDFY25003

**Funding Source:** State of Utah

**Grant Period of Performance:** July 1<sup>st</sup>, 2024 – June 30<sup>th</sup>, 2029

### Important Dates

- Application Deadline: **November 29, 2024**
- Grant Awards: **December 6, 2024**, recipients will be notified via email from OED
- Contract Negotiation Anticipation: **December 9, 2024**, 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 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 with no maximum award amount.
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/8 ports of DC fast charging stations.
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.

### 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 Description (20 points possible):** Applicants are expected to provide a detailed description of their reasoning supporting the proposed project site and type of proposed upgrades. And, any details on the proposed upgrades. Applicants are expected to provide descriptions on nature of the land and right of ways.
2. **Project Objective (5 points possible):** Applicants are expected to provide the organization's objective, purpose of proposed project, and address the alignment of the overall objective and REVI program's objective.

3. **Budget Justification (10 points possible):** Applicant should outline and provide a justification for the proposed project budget and resource allocation. Attachment of the Matching Fund Letter of Commitment is required with the submission of the application.
4. **Future Use (25 points possible):** Applicants should 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.
5. **Site Design and Amenities (20 points possible):** Applicant is expected to 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.
6. **Project's Benefit (10 points possible):** The applicant should 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. Preference may be given to the applicant who provides a number of consumers within the serving area benefited from the proposed project.
7. **Proposed Timeline (5 points possible):** The applicant is expected to 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.
8. **Site Bundling (5 points possible):** Applicants should provide the quantity and locations of proposed sites. Preference may be given to those who apply for more than one site.

## APPLICATION ELIGIBILITY EXCLUSIONS

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

1. 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 Phase 2 is as follows:

- Remaining Funds Total: \$1,824,092 which breaks down into 2 tracks of the program.

Program Detail	REVI Total Budget
Infrastructure and Electrical Upgrade*	\$1,150,000*
EV Charging Station Infrastructure	\$674,092

\*Note: This RFGA is for the Infrastructure and Electrical Upgrade track.

The following requirements apply to the proposal budget:

- Awardee are required to provide a 1:1 cost matching at a minimum of 100%.
- The REVI program **does not** have a maximum cap for each requested fund.

## FUNDING

The application shall adhere to the following program funding requirements:

The total amount in the grant funding pool is \$1,150,000 distributed by competitive award across the State of Utah.

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.
4. The award reimbursement will be based on the invoices sent in by the awardees.

## 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 completes 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 **November 15, 2024**. All questions and written responses will be made publicly available and will be posted by **November 25, 2024, 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](mailto:kprasurttwong@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 November 20, 2024.

## APPLICATION PROCESS

### TIMELINE

- **November 29, 2024, 5:00 pm MST:** Application Submission Deadline
- **December 6, 2024:** Anticipated Grant Award Announcement Date
- **December 9, 2025:** 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 agreements, 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. **Site Agreement/Right of Ways.** Land ownership documentation, long-term lease agreements, or agreements 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. **Matching Fund Letter of Commitment.** 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. Include Business License or Articles of Incorporation with the application—if applicable.
7. 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 Round 2 - Infrastructure Upgrade Grant Application** and the corresponding **RFGA number OEDFY25003** by **November 29, 2024 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

<b>Application Checklist, Due: November 29th, 5:00pm MST</b>	
<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

**Electronic Application** must be emailed by 11/29/2024, 5:00 pm MST. Please submit to:

Email copy (required):  
[jellsworth@utah.gov](mailto:jellsworth@utah.gov)

**Questions:**

Contract Owner: Poy Prasurttwong, [kprasurttwong@utah.gov](mailto:kprasurttwong@utah.gov), 801-793-8327

Contract Analyst: Jayden Ellsworth, [jellsworth@utah.gov](mailto:jellsworth@utah.gov), 801-419-8765

# **Rural EV Infrastructure Grant Program**

## **Attachments**



**APPENDIX A**  
**Application Narrative**  
Solicitation #FY25003

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

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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. All responses must be filled in the designated boxes.**

*How to Apply*

Step 1: Download a copy of this Application Narrative and 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 in PDF file 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: November 29, 2024**

## 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 Agreement/Right of Ways.** 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.
- Matching Fund Letter of Commitment.** 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.

**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:			

## Application Narrative Competitive Criteria

**Project Description:** Provide a description about this project.

Including:

- Reasoning supporting the proposed project site location. Preference may be given to locations that will be most impactful for future EV Charging Station location/city.
- Details on the type of proposed upgrades (e.g. Distribution line upgrades, extended parking lot for EV charging stations, and etc.). If the proposed project is an electrical upgrade, provide power levels and cities affected.
- Details on the equipment needed to complete the project. Please provide details of equipment specification, and OEM warranty or extended warranty.
- Provide the nature of land of the proposed project and whether or not the right of ways is needed. If the land is under lease or an agreement with the landowner, provide renewal of agreement date. Attach land ownership documentation, long-term lease agreements, or agreement between landowner and utility company.

Applicant Plan:

**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.

Applicant Plan:

**Budget Justification:** Outline the total project cost, the applicant's funding match dollar amount, amount requested, and the source of the match funding to complete the proposed project.

Applicant Plan:



**Future Use:** Provide detailed plans of the future usage of the upgraded site.

If the organization plans to have the private sector install EV charging stations at this location after, provide timeline and methodology.

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.

Applicant Plan:

**Site Design and Amenities:** Outline the proposed upgrade as part of the completed and commissioned site with EV Charging Stations installed and commissioned.

Provide details such as:

- 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

Preference may be given to the applicant who proposes a site with 24/7 hours bathroom access and security plan.

Applicant Plan:

**Project's Benefits:** Describe how this project will benefit the economic, environmental, and community.

Preference may be given to the applicants who propose a site that will benefit the local area.

Preference may be given to the applicant who provides a number of consumers within the serving area benefited from the proposed project.

Applicant Plan:

**Proposed Timeline:** Outline the proposed upgrade project timeline.

Preference may be given to the applicants who propose full operation of the upgrade within 2 years of the date awarded and have the EV charging station fully commissioned 2 years after the upgrade completion.

Applicant Plan:

**Site Bundling:** If applying for REVI funding for more than one site, describe the advantages and opportunities created through such bundling.

Please provide a number of sites and locations.

Applicant Plan:



### 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.
- The Applicant agrees to provide necessary documentation within a timely manner (no later than 60 days) upon receiving the award.

\_\_\_\_\_  
Signature of Application Preparer

\_\_\_\_\_  
Signature of Leadership

\_\_\_\_\_  
Applicant name (print)

\_\_\_\_\_  
Leadership Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Attachment A: Evaluation Score Sheet
Phase 2 REVI - Electrical and Infrastructure Upgrade
Solicitation #FY25003

Application #: \_\_\_\_\_

Organization: \_\_\_\_\_

Evaluator #: \_\_\_\_\_

Instructions:

- Review Supplemental Document attached with the application.
Evaluate how well the applicant responded to the Application Narrative as sections listed below.
Evaluators may add additional comments to each section of the criteria as they see fit.

Supplemental Document Checklist

Table with 3 columns: Criteria, Yes, No. Rows include eligibility requirements, document attachment, and submission timing.

Competitive Consideration Evaluation Criteria:

Table with 3 columns: Evaluation Criteria (100 points possible), Score, Total Points Possible. Rows include Narrative sections: Project Description, Project Objectives, and Budget Justification.

<b>Clarity of overall project cost:</b> Total project cost is visible as well as match source		6 points possible
<b>Clarity of match amount:</b> Dollar amount or percentage match is clear		4 points possible
<b>4. FUTURE USE: (25 points possible)</b>		
<b>Upgrade and EV Charging Station:</b> The proposed upgrade make sense to help decrease barriers of EV charging station installation		15 points possible
<b>Timeline of EV Charging Station Being Installed:</b> Provided timeline of who and when the EV charging station will be installed as result of the upgrade		10 points possible
<b>5. SITE DESIGN AND AMENITIES: (20 points possible)</b>		
<b>Site Amenities:</b> Amenities within premises or within walking distance		5 points possible
<b>Site Security:</b> Addressed and plans to protect charging stations, customers, and site		10 points possible
<b>Site Sanitary:</b> Trash cans and bathrooms		5 points possible
<b>6. PROJECT'S BENEFITS: (10 points possible)</b>		
<b>Economic Benefits:</b> Example: increase traffic		3 points possible
<b>Environmental Benefits:</b> Example: tailpipe emission		3 points possible
<b>Community Benefits:</b> Example: increase visitors and income and number of customers in the area served		4 points possible
<b>7. PROPOSED TIMELINE: (5 points possible)</b>		
<b>Project Timeline:</b> Project completed and commissioned within 2 years of award		5 points possible
<b>8. SITE BUNDLING: (5 points possible)</b>		
<b>Bundling Multiple Sites:</b> Apply to 2 or more sites and/or bundle 2 track of REVI program		5 points possible
<b>TOTAL EVALUATION POINTS</b>	<b>Total</b>	<b>100 points possible</b>

Evaluator Overall Notes and Comments:

