



APPENDIX A
Application Narrative
Solicitation #FY25004

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. 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.

Questions about the funding award, the application and the funding process should be submitted to 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 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.
- 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.
- 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:			

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, and provide applicable documents supporting the site acquisition such as Letter of Intention, lease agreement, or proof of ownership .
- Details on the number, type of chargers (all DCFC/Level 2 or mix of both), and connector type of the plug being installed and how they will meet the requirement.
- Details on the charging station power levels.
- Details on warranty, equipment data sharing, and estimated uptime.
- Details for collecting payments from customers if applicable. If collecting payments, briefly describe your communication of price and a plan for using income. Explain measures taken to protect a customer's physical and cyber security.

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 applicant's funding match dollar amount for EV charger installation and the source of the match funding. Applicants may include project manager personnel.

Applicant Plan:

Site Capability and Future Proof Plan: Outline the proposed type of EVSE (DCFC and/or Type 2) and reasoning supporting the choice of EV charging station technology. Detail the proposed completed and commissioned site changing capacities, site power redundancies and backups (if any technology is included), and improvement/expansion plan.

Preference may be given to applicants who address the questions.

Applicant Plan:

Site Design and Amenities: Outline the proposed EV charging station design, amenities, and security plan included as part of the completed and commissioned site.

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 considers engagement with the community towards EV adoption.

Applicant Plan:

Proposed Timeline: Outline the project timeline.

Preference may be given to the applicants who propose full operation within 2 years of the date awarded.

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