

Attachment 2

Electric Vehicle Charging Grant Application

Application Checklist

1. Verify Eligibility
2. Collect bids and project information to support project scope
3. Complete Application and assemble Supplemental Documentation
4. Submit Application Package

Applications are due by **August 15, 2019 at 5pm PST**. Complete applications should be sent to plugin@pacificpower.net. Please submit the completed application and supplemental documentation as a single Microsoft Word document or PDF file. The signed certification page may be submitted as a separate PDF file or image file.

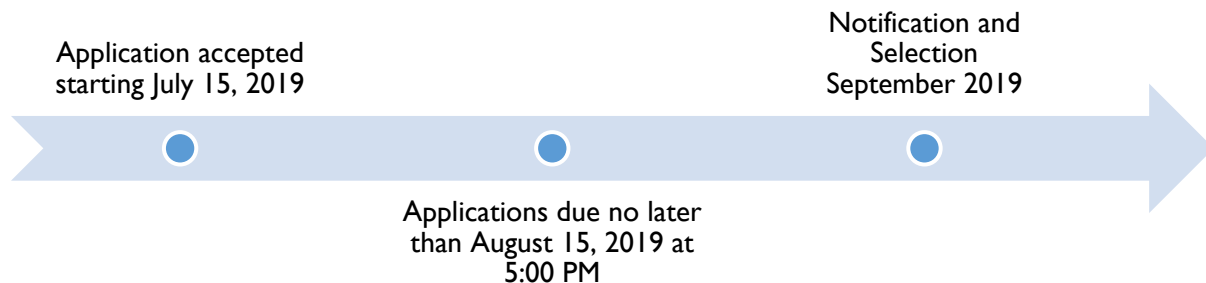
Electric Vehicle Charging Grant Information

Pacific Power is pleased to make electric vehicle (EV) charging grant funding available to non-residential customers in California, Oregon, and Washington. In total, \$2.5 million in grant funding will be available to non-residential customers through the end of 2019 (CA & OR) and 2020 (WA), if funds remain available. For this grant cycle Pacific Power anticipates \$300,000 in total funding will be available to applicants. Funding awards will cover up to 100 percent of eligible costs to purchase and install charging stations.

The grants are designed to offset the upfront cost of vehicle chargers and installation. Grant recipients will serve as project lead and be responsible for project design, project management, equipment purchase and installation, awareness building, data collection, and data transfer to Pacific Power, as well as the ongoing costs of operating and maintaining the charging equipment.

The timeline for the current funding cycle is provided in Table 1 below.

Table 1. Electric Vehicle Charging Grant Timeline



Grant recipients will have one calendar year to complete projects from the date of award. Projects will be reimbursed up to award amount for documented eligible expenses.

Requirements and Eligibility

Eligible Expenses include capital expenses directly associated with the installation of electric vehicle supply equipment (EVSE) or EV chargers, such as hardware and installation costs, make-ready costs, and upfront software license costs. Costs associated with outreach and education (e.g., signage, educational workshops) may be considered for funding.

Ineligible Expenses include previously incurred expenses, vehicle purchase or lease, extended warranty costs, project management costs, ongoing operations and maintenance costs, energy costs, ongoing network subscription or other software costs, and site and infrastructure improvements that would occur without the installation of EVSE (e.g., landscaping, information technology network enhancements).

Eligibility All Pacific Power customers on a non-residential electric service schedule are eligible to apply for program funds with preference given to community-focused organizations, such as 501(c)(3) and city, county, and regional governments with demonstrated need for funding. Eligible customers include commercial, industrial, and agricultural customers. Multi-unit dwellings on a non-residential electric schedule are considered commercial customers and are eligible to apply.

To be considered, applicants must:

- Submit a completed application along with supplementary documentation by the quarterly deadline.
- Agree to transfer any Oregon Clean Fuel Program Credits derived from grant funded EVSE to Pacific Power (Oregon Only).
- Provide interval charging data to Pacific Power on a monthly basis for the life of the project.
- Install permanent, Pacific Power approved signage to increase awareness and understanding of the benefits and opportunities for transportation electrification, the Electric Vehicle Charging Grant, and other available Pacific Power transportation electrification resources.
- Participate in program evaluation activities, such as surveys and questionnaires.

Application Evaluation

Pacific Power will use an independent, third-party grant manager to review and score projects based on established criteria outlined in Table 2 below

Table 2. Applicant Evaluation Criteria

Criteria	Measures
Project Feasibility/ Utilization	<ul style="list-style-type: none"> • Readiness of the project team and reasonableness of the project plan and timeline. • Feasibility study results, including compliance with national, state, and local safety and accessibility requirements. • Expectation that the EVSE will be sufficiently used, based on an assessment of applicant-provided utilization projections (e.g. community needs assessment data, electric vehicle ownership data, survey data). • Project life (as reported by the applicant) and robustness of the ongoing operations and maintenance plan. • Plan to address interoperability with driver technologies and Pacific Power’s system (e.g. capabilities to interact with AMI when installed). • Expected driver payment pricing model, if applicable.
Use of Funds	<ul style="list-style-type: none"> • Customer and Company financial commitment and leveraging of funds from other sources.

	<ul style="list-style-type: none"> • Alignment of project costs with industry standards. • Reasonableness of the proposed budget (i.e., risk of exceeding budget). • How project is designed to avoid risk of stranded investments. • Applicant and project need for funding support.
Innovation	<ul style="list-style-type: none"> • Incorporation of emerging technologies, such as renewable generation, energy storage, or direct load control. • Creative project design, partnerships, and utilization of resources, particularly in serving underserved populations.
Data availability	<ul style="list-style-type: none"> • Type(s) of data available through the project (e.g., interval energy consumption, average session duration, station usage by time of day, number of unique drivers, etc.). • Plan to collect and analyze data. • Mechanism(s) to share data with Pacific Power. • Ability to incorporate potential future electric grid services (e.g., demand response, vehicle-to-grid integration).
Educational Benefits	<ul style="list-style-type: none"> • Physical and community visibility. • Education plan and awareness building opportunities. • Exposure in communities currently underserved by EVSE, such as multi-family, low-income and remote areas of the state.
Environmental benefits	<ul style="list-style-type: none"> • Proximity to areas with known air quality issues. • Alignment with the applicant's broader environmental mission or goals.
Community benefits	<ul style="list-style-type: none"> • Benefits provided to underserved populations. • Impact of the applicant on the community. • Use of local labor and/or materials. • Accessibility to the public.

California

In California twenty percent of grant funding is reserved for small business applicants.

Oregon

In Oregon seventy-five percent of funds in each cycle will be made available for projects evaluated based on the criteria in Table 2.

The remaining twenty-five percent of available funds in each grant cycle will be earmarked for projects focused on workplace charging and/or fleet vehicle electrification. The evaluation criteria for these projects will be the same as those presented in Table 2, with the following exceptions:

- Educational Benefits will not be considered in application evaluation
- Environmental Benefits will not be considered in application evaluation
- Community Benefits will not be considered in application evaluation

Washington

In Washington twenty-five percent of funds in each funding cycle are reserved for projects that directly benefit low-income customers.

Project Examples

In order to adapt to a rapidly evolving market, there is flexibility in the types of projects that may be considered for grant funding. Below is an example of a type of project the program is designed to support.

Hacienda CDC Low Income Car Sharing Pilot

In 2016, Pacific Power joined Hacienda Community Development Corporation (Hacienda CDC), the City of Portland, and Forth in a pilot project designed to test a model for low-income electric vehicle sharing. Through the pilot, low-income community members in an area underserved by existing public transit had access to three electric cars through a vehicle-sharing platform. Hacienda CDC hosted the vehicles at their North Portland headquarters. Two cars were available to Cully neighborhood residents at all times and one car was reserved for Hacienda CDC staff use. Pacific Power provided \$10,000 toward the cost of procuring and installing Level 2 charging stations to serve the vehicles. Other community partners procured the vehicles and were responsible for implementing and managing the project.

The project at Hacienda CDC is a prime example of the type of project envisioned for grant funding, as it supports underserved communities, tests new and innovative solutions to addressing market barriers, leverages additional funding partnerships, and provides data and learnings that can be applied in Pacific Power's future planning efforts. Other representative potential project types are shown in Table 3. These project examples are illustrative and do not preclude alternative project proposals.

Table 3. Project Examples

Applicant	Project Description
<i>Transit Agency</i>	Transit agencies may apply for grants to fund infrastructure required to fuel electric buses in support of their electrification strategies.
<i>Businesses (Small/ medium/ large)</i>	Businesses of all sizes might use grant funding to install EVSE and provide charging as an amenity to customers, employees and the community. Applicants may investigate load management strategies to minimize distribution equipment upgrade and associated demand charges.
<i>Non-profit</i>	A non-profit organization might use grant funding to install EVSE for electric fleet vehicles and employee/client/community use.
<i>Multiunit Family Housing Complex</i>	A multi-unit property owner might use grant funding to install EVSE for tenant use, either in support of tenant-owned electric cars or in conjunction with offering electric cars for tenant use.
<i>Fleet electrification</i>	Organizations electrifying their fleet who might install EVSE to refuel their electric vehicles.
<i>Community Car Share</i>	Projects modeled after Hacienda CDC's community car sharing pilot that improve access to electric cars in underserved communities.

Applicant Information

Applicant Information	
Host organization <i>Organization occupying the property where the Electric Vehicle Supply Equipment (EVSE) project will be installed.</i>	
Type of organization <i>Government, private, nonprofit, etc.</i>	
Pacific Power customer account number	
Organization website address	
Primary project contact information <i>Will be responsible for providing ongoing reporting for the project</i>	
Name	
Title	
Organization name	
Role in the project	
Phone number	
Email address	
Contractor/Installer/Engineer contact information:	
Name	
Title	
Phone number	
Email address	
Organization name	
Role in the project	
EVSE owner <i>Indicate if different from host organization. If more than one party, describe ownership structure.</i>	
Name of individual completing application <i>Include affiliation and contact information if different from primary contact or contractor/installer/engineer.</i>	
Please verify that the project satisfies the Requirements & Eligibility provided above <i>Also available at pacificpower.net/ev-grants</i>	<input type="checkbox"/> I certify that this project meets Pacific Power's Electric Vehicle Charging Grant funding award eligibility requirements

EVSE PROJECT INFORMATION	
Physical address where project will be installed <i>Include facility name, street address, city, state, zip code, and/or GPS coordinates where appropriate.</i>	
Number of chargers and make/model/type of each <i>DC Fast Charge, Level 2, dual pedestal, SAE J1772, etc.</i>	
Expected Percent Utilization by Category (Workplace, public, fleet, transit) <i>E.g. 40% Workplace charging, 60% public charging</i>	
Will the public be able to access the EVSE?	
Will the owner charge a fee for EVSE use?	
How many hours per week will the chargers be accessible?	
Estimated annual kWh usage	
Is there currently electric vehicle charging infrastructure at the site? If so, describe the current configuration and use.	
Location of installation on property <i>Where will the EVSE be located (Parking lot, roadway, parking garage, etc.)?</i>	
Number of dedicated EV parking spaces	
Anticipated commissioning/on-line date	
Applicant commitment to maintaining charging equipment (years)	
Has the project team been in contact with Pacific Power's estimators? <i>Call 1-800-625-6078 or visit pacificpower.net/CU to schedule an estimator visit</i>	
Participation Information	
Has your organization applied for an Electric Vehicle Charging grant from Pacific Power in the past? <i>If yes, describe the project, whether an award was granted, and the application year. Also specify if the project proposed in your prior application is the same project proposed in this application.</i>	
How did you hear about Pacific Power's Electric Vehicle Charging Grant program?	

PROJECT FEASIBILITY
Provide a brief description of the proposed EVSE project.

Include why the particular size, technology, and specific location were chosen.

Describe the overall structure of the project team and the primary roles of each team member.

List and describe each project team members' relevant experience and credentials demonstrating their ability to satisfy their role. If certain key contractors have not yet been selected, describe your contractor selection process.

Describe the current status of the project, planning, and design work that has been completed to date, and the plan for bringing the project to completion.

Identify potential challenges and risks to completing the project on time and your strategy for mitigating each of those risks.

Please identify the status of all necessary permits or other approvals required for the project:

Permit/Agreement Description	Not required	Required, application not yet submitted	Application submitted	Permit/ approval received	Unsure if required	Cost
Land use						
Electrical						
Structural						
Mechanical						
Zoning						
Environmental impact						
Cultural/historic impact						
City council/board approvals						
Other:						
					Total=	\$

Please include an explanation of permitting status if necessary

What operations and maintenance (O&M) activities are required over the project life? Describe the long-term O&M plan, including sources of funding to implement the plan.

List any warranties on equipment and labor, agreements with O&M service providers, and/or insurance that will be secured. Describe any data monitoring capabilities and who will be responsible for reviewing the data, responding to data anomalies and/or sharing the data with Pacific Power.

EVSE PROJECT COSTS AND FINANCING
Describe the financial structure of the EVSE project.

Include who will pay for and own the project, who will receive the financial benefits, and who will pay for maintenance and repairs.

Describe efforts to ensure that the proposed budget represents the maximum value for the cost of the EVSE project.

Explain any significant price deviations from industry norms and whether you received multiple bids from competitive contractors.

Identify potential challenges and risks to completing the EVSE project within budget and your strategy for mitigating each of those risks.
Describe efforts undertaken to explore alternate sources of funding.

Include whether the project owner and/or host is contributing funds.

Explain why funds from the Electric Vehicle Charging Grant funding program are needed to make the project successful.
Describe the organization's current financial status.

Include the organization's plan to fund its portion of project costs (provide relevant evidence of creditworthiness, balance sheets, or other documentation as needed).

Will the owner charge any fees for charger usage?

If yes, please include the organization's fee structure and plan to process fees (e.g. app, RFID card, credit card reader).

Project Budget

Please provide an itemized budget for eligible costs including the categories listed below.

The following costs are **NOT** eligible for reimbursement:

- Previously incurred expenses
- Structural improvements or other site preparation that would be considered general facilities upgrades or maintenance (e.g. re-paving, upgrading an overloaded electrical panel, landscaping)
- Administrative or project management costs
- Construction bond costs or interest
- Ongoing system or facility maintenance or repair costs
- Donated, in-kind or volunteer labor or materials
- Equipment warranty costs
- Auxiliary equipment costs (e.g. solar systems, battery storage systems)
- Contingency

EVSE Project Component	Cost	Line Item Description
Costs already incurred (<i>ineligible for grant funding</i>)	*	
Total permitting fees, if applicable		
Engineering and design costs		
Charging equipment costs		
Upfront software costs		
Equipment warranty costs (<i>ineligible for grant funding</i>)	*	
Auxiliary equipment costs (<i>wiring, conduit, breakers, disconnects, etc.</i>)		
Construction costs (<i>trenching, paving, etc.</i>)		
Electrical installation costs		
General labor costs		
Other costs (<i>please itemize</i>)		
TOTAL PROJECT COSTS		
TOTAL ELIGIBLE PROJECT COSTS		Exclude costs marked with * and other ineligible costs
Optional: List the marketing and outreach costs associated with the project to be considered for additional funding on an individual basis. Marketing and outreach costs not included in the application budget will not be considered for reimbursement		
Amount of funding requested		
Funding request as % of Total Project Costs		

Sources of Funding						
List and describe all funding sources and income streams of the project, as well as the nature of the contribution – grant, donation, production or capital incentive, cash or in-kind. Please provide documentation confirming secured funding sources from external organizations.	Source and Type of Funding	Amount	% of Total Project Cost	Secured or Pending	Date secured or expected	
	Requested Pacific Power Grant Funding (reimbursement)	\$			Pending	March 2019
		\$				
		\$				
		\$				
		\$				
	Totals	\$				
Briefly describe the process to secure any 'pending' funding sources						

INNOVATION
Describe the incorporation of emerging technologies, if applicable <i>Such as renewable generation, energy storage, or direct load control.</i>
Describe any creative project design, partnerships, and utilization of resources, particularly in serving underserved populations.

DATA
Describe the type(s) of data that will be available through the project. <i>e.g., interval energy consumption, average session duration, station usage by time of day, number of unique drivers.</i>
Describe the project's ability to incorporate potential future electric grid services. <i>e.g., demand response, vehicle-to-grid integration.</i>
Describe the plan to collect and analyze data and the mechanism(s) of how data will be shared with Pacific Power. <i>Grant funding recipients are required to provide interval charging data (and information on driver pricing structure, if applicable), to Pacific Power on a quarterly basis for the life of the project.</i>

EDUCATION, ENVIRONMENT & COMMUNITY
Describe the host organization.

Including, but not limited to its mission, history, purpose, and who it serves.

What is the host organization's motivation for installing electric vehicle charging equipment?

Include the history, goals, and how transportation electrification aligns with the overall mission of your organization.

What are the economic, environmental, and social benefits of the proposed EVSE project?

Include how any cost savings will be used, how the project will help meet any environmental goals, and any additional benefits to the local community.

What educational benefits are associated with the proposed project?

Include whether the charging equipment will be visible to the public, how many people will see/learn/benefit from the project per year and at what level of engagement. Identify a point person who will take the lead on community education, the anticipated resources that this educational effort will require, and how you will ensure that educational benefits continue beyond the first year of project operation.

Please describe your plans to educate and engage the community about your EVSE project.

*Check the box to the left for every item included in your education and recognition plan and use the boxes to the right to list and briefly describe each element. **Note:** funding recipients are required, at minimum, to provide onsite recognition of Pacific Power's contribution. Funding may be available for education and recognition expenses, but only for expenses included in the application budget.*

Included in plan?		Community education	Pacific Power recognition
<input type="checkbox"/>	Signage		
<input type="checkbox"/>	Onsite monitoring display		
<input type="checkbox"/>	Media and publications		
<input type="checkbox"/>	Celebrations or events		
<input type="checkbox"/>	Website information		
<input type="checkbox"/>	Other		

Please share any additional information regarding this EVSE project relevant to your application.

Supplemental Document Checklist

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

Table 4 Required Documentation

Required	Included	Not included	Required Documentation Please clearly label each attachment included in your application with the labels in bold.
X	<input type="checkbox"/>		Completed Application.
X	<input type="checkbox"/>		Signed Certification.
X	<input type="checkbox"/>	<input type="checkbox"/>	Letters of Support. A support letter is required from the project owner, if different from the person compiling the application. Other support letters from key community members may also be provided.
X	<input type="checkbox"/>	<input type="checkbox"/>	Customer Verification. Please provide a copy of your most recent monthly electric bill.
X	<input type="checkbox"/>	<input type="checkbox"/>	Contractor Bids with Itemized Labor and Equipment Costs. Proposals, bids, and/or contracts to support the budget described in this application.
X	<input type="checkbox"/>	<input type="checkbox"/>	Project Development Timeline. Monthly or weekly installation timeline with key milestones (e.g., equipment procurement, equipment delivery on site, construction begins, construction ends, commissioning, go-live date, etc.).
X	<input type="checkbox"/>	<input type="checkbox"/>	Credentials. A list of project team members, roles, and qualifications. Include resume of the project manager and other key team members. Include list of any similar projects completed. Brief description of applicable experience with EV equipment (if any).
X	<input type="checkbox"/>	<input type="checkbox"/>	Equipment Specifications. Include performance and warranty information for all major components to be installed.
X	<input type="checkbox"/>	<input type="checkbox"/>	Proof of Additional Secured Funding (if applicable). Documentation (i.e. award letters, confirmation emails, and other communication) confirming secured or granted funding sources and amounts.
X	<input type="checkbox"/>	<input type="checkbox"/>	Site Control Agreement. Land ownership documentation or long-term lease agreement.
Explanation of Missing/Omitted Documentation			

Applicants are encouraged to include the following documents to strengthen their application.

Table 5 Recommended Documentation

Included	Not included	Recommended Documentation Please clearly label each attachment included in your application with the labels in bold.
<input type="checkbox"/>	<input type="checkbox"/>	Site Evaluation(s). Include a technical assessment, any structural or installation feasibility assessments, electrical analysis and/or documentation of discussions with the Pacific Power estimator group.
<input type="checkbox"/>	<input type="checkbox"/>	Design Drawings. Electrical diagram and site plan showing the location of the project components on the property.
<input type="checkbox"/>	<input type="checkbox"/>	Site Photos. Photos of the proposed project site and/or building with captions.
Explanation of Missing/Omitted Documentation		

Certification

I certify that in preparation for submitting this application I have reviewed the application as well as the award recipient requirements, understand that should this project be awarded funding, my organization will be able to meet the award recipient requirements as described above, and attest that the information provided in this application is both accurate and current. I also understand that submitting an application in no way obligates Pacific Power to provide funding and that funds are distributed at the sole discretion of Pacific Power.

Signature: _____ Date: _____
Printed name: _____
Title: _____
Company: _____
Contact number _____

If this request is being submitted by multiple parties or a party other than the host, please indicate below by providing the party's name, title and contact information. The project host/owner must approve the submittal on their behalf through signature demonstrating that the all parties linked to installation have reviewed the application and support the project, along with supporting documentation - please see above for a comprehensive list of required attachments.

Approving party (project host/owner) – if other than project applicant

Signature: _____ Date: _____
Printed name: _____
Title: _____
Company: _____
Contact number _____

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