

**North Central Texas Council of Governments
Electric Vehicle Charging Station Call for Projects
Application Instructions**

Submission Instructions

Applications with altered language or forms will be void. Program requirements and eligibility criteria are explained in the Electric Vehicle Charging Station Call for Projects (CFP) Guidelines. Applicants must review this document before completing this application and will have to certify that they read and understand the "Certifications" portion of the application.

Refer to the CFP Guidelines for Submission Instructions.

Staff Contact Information

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Application Checklist

Please use the following steps and the Guidelines to ensure that the Application Submittal Process is complete. All documents are available online through www.nctcog.org/aqfunding.

_____ Step 1: Review Guidelines

_____ Step 2: Review FAQs

_____ Step 3: Submit an Online Intent to Submit Form (Optional)

_____ Step 4: Submit a completed and signed application along with the attachments specified on page 12 of the Guidelines.

Ensure the Following Items are Completed Prior to Submitting the Application

_____ [Submit an Online Risk Assessment](#)

_____ [Adopt the Clean Fleet Policy](#)

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Part 1: Applicant Profile

1	Applicant Legal Name: <i>(for contracting purposes)</i>	
2	Entity's Federal Identification Number (FEI #): <i>(if your entity does not have an FEI number, you can read about the process at www.irs.gov/business)</i>	

Project Contact

3	Project Contact: <i>(the individual managing project implementation)</i>	
4	Title:	
5	Phone Number:	
6	Email Address:	
7	Mailing Address:	

Authorized Official

8	Authorized Official: <i>(must be an individual who is authorized to enter into a grant agreement with NCTCOG for project implementation)</i>	
9	Title:	
10	Phone Number:	
11	Email Address:	
12	Mailing Address:	

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Part 2 - Project Summary

13	Total number of activities submitted:	
14	Total project cost: <i>(Sum of all activities' Total Eligible Costs in Part 3)</i>	
15	Total amount of grant funding requested: <i>(Sum of all activities' Funding Expected in Part 3)</i>	
16	Are you able to pay for the equipment in full prior to requesting reimbursement? (Yes or No) <i>(Required)</i> <i>(Note: This funding cannot be combined with other federal funding, Texas Emissions Reduction Plan (TERP) funds, or Texas Volkswagen Environmental Mitigation Program funds)</i>	Yes No
17	How many EVs are currently in the Applicant's fleet?	
18	Describe any broad, long-range plans to electrify the Applicant's fleet.	
19	Aside from fleet electrification, how does this project serve goals that your organization has?	
20	Approximately how much time is needed to complete implementation of your project? <i>(Note: Project must be complete before July 31, 2023)</i>	
21	Describe how you engaged your community regarding charger location(s).	

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Part 3 - Charging Station Information

Complete the fields for "Location Information", "Charger Information", "Procurement Plans", and "National Environmental Policy Act (NEPA) Information".
Complete a Site for each location chargers will be installed.

If you require additional sites, please download an additional Project Activity Details Form from our webpage and attach to your application.

Location Information	(Example)	Site 1	Site 2	Site 3
Provide a brief project description:	Chargers will be added in front of city hall, with 2 dual port DCFC and 2 dual port Level 2 chargers. Overall, the entire site is capable of charging 4 vehicles simultaneously.			
How many fleet vehicles are expected to use this charger?	3			
What type of fleet vehicles are these?	Light-duty sedans			
Does this location currently have charging equipment? (Yes or No)	No			
Location/Facility Name:	City Hall			
What is the current use of the site?	City Hall, paved parking lot			
Physical Address:	3100 Place St.			
City:	Dallas			
Zip Code:	12345			
County:	Dallas			
Days/Hours Station is Publicly Available:	M - F, 8:00 a.m. - 5:00 p.m.			
<u>Closest existing EV charging station according to the Alternative Fuels Data Center Station Locator (address and driving distance)</u>	123 Adjacent Street, Dallas; 15 miles			
If the site will serve fleet vehicles in addition to the general public, how will you ensure chargers are available for fleet use when needed, and vice-versa that chargers are available to the public when possible?	To be answered by applicant			
Why is the proposed site necessary to serve public and/or fleet charging needs that are not met by the closest existing site?	To be answered by applicant			
How do you propose to minimize grid strain and avoid adding new load during peak electric utilization hours?	To be answered by applicant			
Charger Information				
How Many Level 2 Stations will be installed?	0			
How Many DCFC Stations will be installed?	2			
Rated Power of Level 2 Charger (KW):	N/A			
Rated Power of DCFCs (KW):	50KW			
For Level 2 Stations, Number of SAE J1772 Ports:	0			
For DCFC Stations, Number of CHAdeMO Ports:	1			
For DCFC Stations, Number of SAE CCS Ports:	1			
Total Number of Charging Ports:	2			
How many vehicles are able to charge at one time?	2			
Will stations be networked, have internet access, or use an OCPI protocol?	Will be networked with OCPI protocol			
Total Equipment Cost:	\$5,000			
Total Design Cost:	\$1,000			
Total Engineering Cost:	\$5,000			
Total Construction Cost:	\$5,000			
Total Installation Cost:	\$5,000			
Total Eligible Costs:	\$21,000			
Total Grand Funding Expected:	\$21,000			
How was the project budget determined?	Equipment cost was determined from cooperative contracts. Estimates on design, engineering, construction, and installation were obtained from third party contractors.			
Procurement Plans				
Are you going to use any purchasing cooperative(s), if yes, which one?	Yes, BuyBoard			
If you answered "Yes" above, specify which purchasing cooperative and contract number(s) you intend to use:	BuyBoard Proposal No. 549-17			
If you know the procurement contract, specify the charger manufacturer:	ClipperCreek			
If you know the procurement contract, specify the charger model (if applicable):	HCS-D40P			
National Environmental Policy Act (NEPA) Information				
Is any right-of-way acquisition needed?	No			
What kinds of permits are required for the project?	Electrical Only			
Is the installation within an existing paved area?	Yes			
What is the approximate depth of excavation needed?	5 ft.			
What are the required modifications to install an EV Station? (Does it require relocation or installation of new utilities, reconfiguration of a parking lot or driveways or changes in access, or additional pavement and/or removal of trees?)	Installation of new conduit to parking lot, additional pavement slab for the charging station.			
Is the site within the flood plain or on a regulated material site?	No			
Is the site at or near a historic property?	No			
Will lighting be needed and will it be nearby residential properties?	No, site has lighting.			
Will traffic increase to the site and cause an increase in noise levels?	Possible slight increase in road noise, though EVs are quiet.			

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Part 4: Certifications and Assurances		
Third-Party Preparation		
22	Was this application substantially completed or otherwise prepared by a third party, including a consultant, dealer, or other person not employed by the applicant?	
	If yes, I certify that I have read the complete application after all forms and information were completed. I agree with the information provided, and the date provided below is the date I signed the form. Failure to sign the application or signing it with a false statement may make the submitted offer or any resulting contracts voidable.	Name of Authorized Official
		Title
Third-Party Preparer's Information		
23	Name:	
	Title:	
	Company Name:	
	Address:	
	Phone Number:	
Applicant Acknowledgements, Certifications, and Assurances		
24	We confirm understanding that all chargers must comply with each of the following federal requirements:	
	Each Level 2 Station includes a Society of Automotive Engineers (SAE) J1772 connector and each DCFC Station includes at least one Society of Automotive Engineers (SAE) Combined Charging System (CCS) and one Charge de Move (CHAdeMO) connector	<input type="checkbox"/>
	Each charger is compliant with the Americans with Disabilities Act (ADA) recommended charge connect height of less than 48' and greater than 24'.	<input type="checkbox"/>
	Each charger must meet Federal Highway Administration Buy America Requirements.	<input type="checkbox"/>
	Each charger will be located on applicant-owned property and owned by the applicant entity.	<input type="checkbox"/>
	Each charger will be co-located with existing parking/development.	<input type="checkbox"/>
	None of the proposed activities have already been completed.	<input type="checkbox"/>
25	I acknowledge that I understand that the purchase of charging equipment with grant funding must be completed through a competitive procurement process that complies with federal procurement requirements, and that my organization is able and willing to follow these procedures.	
	Signature (Procurement Official):	
	Name of Applicant Procurement Official:	
	Title of Applicant Procurement Official:	
	E-Mail Address of Applicant Procurement Official:	
26	I have read, understand, and agree with the terms of the NCTCOG Electric Vehicle Charging Station Call for Projects Guidelines. I hereby certify that, to the best of my knowledge and belief, all information provided in this application, the submitted risk assessment and any attachments is true and correct. I further certify that I have read the complete application after all forms and information were completed. I agree with the information provided, and the date provided below is the date I signed the form.	
	I understand that I am formally submitting an application on behalf of the applicant for grant funding and am authorized to do so. I also understand that submission of an application is not a guarantee of funding and that grant awards are subject to the availability of funds.	
	In addition, I understand that prior to incorporating these forms and information into a grant contract, the data and information may be revised by the NCTCOG for accuracy and that my acceptance of a grant agreement will constitute agreement with those revisions. In addition, I acknowledge that emissions reductions provided by each Activity shall be used by the NCTCOG to meet air quality requirements and goals, and that I may not utilize emissions reductions to satisfy other air quality commitments as long as a federal interest remains in the vehicle/equipment unless otherwise agreed to by NCTCOG.	
	Signature (Authorized Official):	
	Name:	
Title:		
Date:		