

## **Application for Workplace Electric Vehicle Charging Funding Assistance Program**

For Businesses, Non-Profits, and Government Entities Email completed application to [ev@utah.gov](mailto:ev@utah.gov). Application must include required documentation.

**All EVSE funding assistance requires pre-approval.**

### **HOW TO APPLY FOR EVSE CHARGER FUNDING ASSISTANCE**

**Step 1:** Complete this application and provide all documents listed on the Required Attachments checklist (found on page 5). Submit the completed application to [ev@utah.gov](mailto:ev@utah.gov). Incomplete applications will delay processing. Application must be received before the purchase or installation of the EVSE. Applications submitted after EVSE installation will not be considered.

**Step 2:** Upon receipt of this application, Division of Air Quality (“DAQ”) staff will review the application and notify the applicant if the project has been pre-approved for EVSE funding assistance.

**Step 3:** After installation of the EVSE units, submit the required documentation for final approval and request for reimbursement. Reimbursement is contingent on finishing the EVSE project and complying with the conditions of the Workplace Vehicle Charging Program Agreement, which will be provided to conditionally approved applicants at a future date. To receive reimbursement for approved projects, the applicant must submit the following items as part of the request for reimbursement:

1. A final purchase invoice for each EVSE, installation, and other itemized actual costs for the proposed EVSE project. The invoice must include:
  - a. the invoice date;
  - b. the itemized purchase cost for each item or service listed in the competitive bid; and
  - c. applicant as the purchaser.
2. Proof of payment;
3. A photo of the EVSE placed into service;
4. A site map showing the location of the EVSE;
5. The date the EVSE was placed into service; and
6. An estimated hours per day and days per year the EVSE will be used.

For questions regarding EVSE Chargers or assistance with completing this application please call Mat Carlile at 385-306-6535 or email [ev@utah.gov](mailto:ev@utah.gov).

### **PROJECT SUMMARY**

**1. Provide a brief summary of the proposed EVSE Charger project.**

Include number EVSE units to be installed, why the particular equipment was chosen, and why the specific location is suitable for the proposed project. Include information about who will use the EVSEs. Also include an estimate on how many employees will use the proposed EVSE.

**2. Provide a detailed timeline of the project from start to finish.**

**COMMUNITY IMPACT**

**3. Provide an estimate of how many hours per day the chargers will be in use. What is the proposed fee structure to use the EV chargers?** Are there plans to collect EVSE charging data?

**PARTICIPANT INFORMATION**

Check will be issued to the participant entity name and address listed below unless the funding assistance assignment section below has been filled out

Participant entity name (As shown on W-9):

Taxpayer Identification: Participant federal taxpayer ID number (EIN) or SS#

Please check the appropriate box:

Business  Non-Profit  Government

Mailing address:		City:	State:	Zip:
Contact name:		Contact title:		
Contact telephone number: ( ) ( )	Cell number: ( ) ( )	Contact email address:		

**PROJECT SITE INFORMATION**

Installation address (if different from mailing address):		City:	State:	Zip:
Charging station manufacturer	Charging station model number:	Who is the Electric Service Provider at this location?	Number of employees?	
Electric Vehicle Supply Equipment	Number of EVSE unit(s) to be installed	Dual or Single Port EVSE Unit	Estimated Amount for the EVSE Unit(s)	Notes
Example <i>DC Fast Charger:</i>	<i>1</i>	<i>Single</i>	<i>\$35,000</i>	
Level 2 Charger				
DC Fast Charger				

**Additional Location**

Installation address:		City:	State:	Zip:
Charging station manufacturer	Charging station model number:	Who is the Electric Power Provider at this location?	Number of employees?	
Electric Vehicle Supply Equipment	Number of EVSE unit(s) to be installed	Dual or Single Port EVSE Unit	Estimated Amount for the EVSE Unit(s)	Notes
Level 2 Charger				
DC Fast Charger				

Additional Location				
Installation address:		City:		State:
Charging station manufacturer		Charging station model number:	Who is the Electric Power Provider at this location?	Number of employees?
Electric Vehicle Supply Equipment	Number of EVSE unit(s) to be installed	Dual or Single Port EVSE Unit	Estimated Amount for the EVSE Unit(s)	Notes
Level 2 Charger				
DC Fast Charger				
Please use the "Additional Location" template found on page 8 of the application for any additional project site location(s).				

## PROJECT COSTS AND FINANCING

Using the table below, please provide a detailed budget for the proposed project based on the required itemized bids. The reimbursement will be based on actual expenditures, with a maximum reimbursement of up to fifty percent of the eligible costs in the lowest itemized bid.

Project Component	Description	Grant Share (up to 50% and \$75,000 Max for Businesses and Non-Profit)	Entity's Share	Other sources	Total Cost (\$)
Equipment	Level 2				
	DC Fast Chargers				
Electrical System Upgrades (if applicable) Costs must be individually itemized on the detailed bid.					
Installation (labor, trenching and/or drilling, mobilization, landscape restoration, etc.) Each cost must be individually itemized on the detailed bid.					
Other Eligible Costs (activation, shipping, etc.) Please itemize these costs.					
<b>Total</b>					

Please note: Project installations must be completed in accordance with project timeline submitted with the proposal. Extensions to this timeline may be considered on a case-by-case basis for projects associated with the construction of a new building or structure.

**APPLICATION ACKNOWLEDGEMENT AND CERTIFICATION**

I, \_\_\_\_\_ certify that I am employed as the \_\_\_\_\_ for the Applicant and have authority to obligate and sign on behalf of the Applicant. In signing this document, the Applicant certifies under penalty of perjury the foregoing is true and correct.

- i. The information in this application and accompanying documents is true and correct to the best of my knowledge.
- ii. The entity named in this application is a registered business and has a business license within the State of Utah, is a non-profit entity authorized to conduct affairs in the State of Utah, or a “governmental entity” (excluding State Executive Branch agencies) as defined in Utah Code § 63G-7-102(4).
- iii. The entity named in this application owns the property on which the electric vehicle charging equipment will be located.
- iv. The Applicant acknowledges that the funding assistance award is a reimbursement for money spent by the Applicant on the eligible project activities. The Utah Department of Environmental Quality (“UDEQ”) will not disburse funds to the Applicant until the Applicant has completed its EVSE project and complied with the conditions of the Workplace Vehicle Charging Program Agreement (“Agreement”) that will be provided to the Applicant at a later date.
- v. The Applicant acknowledges that the EVSE must be a new project that is completed within 2 years of the effective date of the Agreement in order to be reimbursed.
- vi. The Applicant acknowledges that any and all costs incurred to complete this application are the responsibility of the named entity.

\_\_\_\_\_  
Applicant Name (print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## ELIGIBILITY

### **Eligible Entities:**

- 1) Registered business with a business license from the State of Utah,
- 2) Non-profit entity located in the State of Utah (as defined in Title 26 US Code Section 501(c)), or
- 3) A government entity from Utah, such as local governments or higher education institutions. Agencies within the Executive Branch of the State are excluded from participating in this program.

**Eligible Equipment:** Light-duty EVSE, including Level 2, and DC fast charging equipment. Funds may be used by businesses, non-profit, and government entities to purchase and install eligible light-duty EVSE on property owned by the entity. Warranty and network plans will not be eligible for reimbursement

**Eligible Funding:** The reimbursement will be based on actual expenditures, with a maximum reimbursement of up to 50% of the eligible costs in the lowest itemized bid.

*For businesses and non-profit entities:* Applicants shall not be reimbursed more than \$75,000 in total.

### **Required Attachments Checklist:**

The Applicant is required to submit the following documents with its completed application:

- **Project Evaluation:** All applicants must reach out to the electric utility provider for the project site. Applicants must provide proof they have alerted the electric utility provider of their EVSE project (e.g., a date and time stamped email). Applicants can email proof that they contacted the utility company to [EV@utah.gov](mailto:EV@utah.gov). Applicants whose facility does not have sufficient electric power infrastructure to support the proposed EVSE charging equipment that want to include upgrade costs as part of their application will need a description of the system upgrades to support the proposed project and a bid from the electric utility provider to accompany the application. Please send this description, bid, and any relevant documentation or discussions with the electric utility provider to [EV@utah.gov](mailto:EV@utah.gov).
- **W-9 and State of Utah Vendor Information Form.** A completed W-9 must be submitted at the time of application. The following is a link to the W-9 form: <https://www.irs.gov/pub/irs-pdf/fw9.pdf> . In addition, a completed State of Utah Vendor Information Form (which can be found here <https://documents.deq.utah.gov/air-quality/planning/air-quality-policy/DAQ-2019-021769.pdf>) must be submitted at the time of application. These forms will allow DAQ to create an account so we can reimburse costs of the project.
- **Description of Proposed Location of EVSE Project.** Please provide a detailed description of the location of each proposed EVSE charging station. The description must include a map and photos of the proposed project site and/or locations with captions.
- **Project Development Timeline.** Please provide a schedule that includes duration of each development stage and dates of major milestones (e.g., equipment procurement, equipment delivery on site, construction begins, construction ends, commissioning, etc.).
- **Vendor Bid(s).** The applicant must obtain and submit at least two bids. The Applicant must use the attached 'Minimum Bid Requirement Template' (found on page 7) for each bid to itemize the costs of the project. Each itemized cost must be accounted for on the bid template. The template must be completed, signed, and dated by the vendor. DAQ will use the bid template to determine the maximum amount of reimbursement. If an itemized cost is left blank, DAQ will assume that that the bid is zero for that item.

**Funding assistance availability:** Funding assistance is available on a first-come, first-serve basis according to the received date on the application. Please reference the program website at [evse.utah.gov](http://evse.utah.gov) to determine the current status of funding assistance availability. Applications must include all information requested. Failure to provide this information may result in delays. If required information is not provided within 30 days of application submittal, the Funding Assistance Application may be denied. Funding assistance is based on the EVSE for workplace charging, if no employees are located at the project site the Funding Assistance Application may be denied. Funding assistance is subject to available funding and may change. Please visit [evse.utah.gov](http://evse.utah.gov) for current program requirements.

The DAQ may elect to partially fund a project depending upon available funding and the feasibility of the proposed project. Successful applicants must agree to all of the terms and conditions of the program. Successful applicants will have up to two years after pre-approval to complete the project. Modification of the project must be authorized by the UDEQ on a case-by-case basis.

The final funding assistance will be based on the actual cost of the eligible project activities. Participant agrees to provide any necessary documentation to allow DAQ to determine actual costs incurred. To the extent that DAQ determines (at its sole discretion) that any of the approved equipment have not been installed and put into service in a satisfactory manner, participant may receive a reduced funding assistance, if any, based on the inspection and verification of installed electric vehicle charging equipment.

**Attachment 1. Minimum Bid Requirements Template**

Please have all vendors complete and sign the following template. Each vendor should also provide you with a bid for your project, please submit both the bid and this template.

<b>A. Equipment Costs</b>			
	<b>Quantity</b>	<b>EVSE (Level 2 or DC Fast)</b>	<b>Itemized Cost</b>
			\$
			\$
Totals			\$

<b>B. Installation Costs</b>	
<b>Itemized cost</b>	<b>Itemized Cost</b>
Activation	\$
Mobilization	\$
Installation	\$
Installation of conduit and conductors	\$
Installation of any signs	\$
Installation of concrete pad and bollards	\$
Landscape restoration	\$
Trenching and/or drilling	\$
Other installation tasks described in detail	\$
Shipping	\$
Sales Tax (If applicable)	
Total	\$

<b>C. Upgrade Costs</b>	
<b>Electrical System Upgrade MATERIALS</b>	<b>Itemized Cost</b>
	\$
Other necessary materials individually identified please itemize	
Total	\$

Total Project Eligible Costs

Equipment Costs	Installation Costs	Upgrade Costs	Total Costs
\$	\$	\$	\$

\_\_\_\_\_  
Vendor Name (print)

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

## **Attachment 2. Additional Location Template**

Please provide information for any additional project site locations.

<b>Additional Location</b>				
Installation address:		City:	State:	Zip:
Charging station manufacturer	Charging station model number:	Who is the Electric Power Provider at this location?		Number of employees?
Electric Vehicle Supply Equipment	Number of EVSE unit(s) to be installed	Dual or Single Port EVSE Unit	Estimated Amount for the EVSE Unit(s)	Notes
Level 2 Charger				
DC Fast Charger				
<b>Additional Location</b>				
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