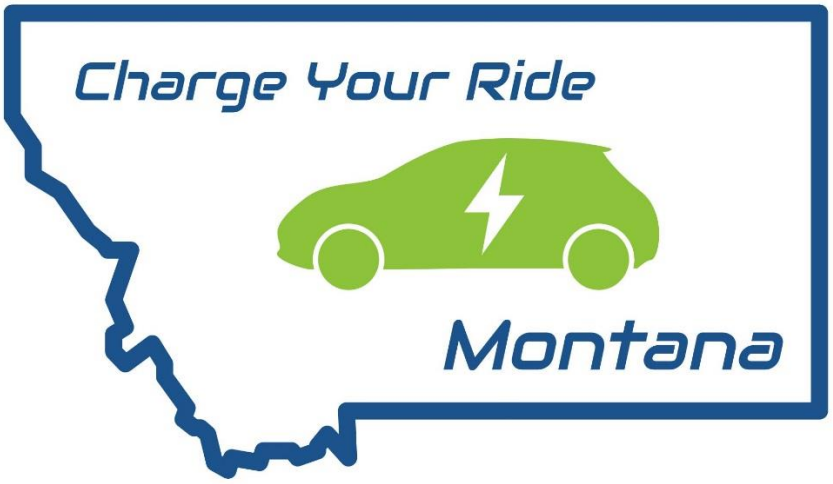
Montana Department of Environmental Quality

Charge Your Ride Montana

2019 Request for Applications
Electric Vehicle Charging Station Program
August 29, 2019



DEQ
MONTANA
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Overview and Background

The Montana Department of Environmental Quality (DEQ) is seeking eligible applicants able to install electric vehicle charging stations (EVCS) at locations in Montana. The *Charge Your Ride Montana* Program provides **funding on a reimbursement basis**, pursuant to Montana's $12.6 million total allocation from the Volkswagen Environmental Mitigation Trust Agreement for State Beneficiaries. DEQ is the lead agency administering Montana's State Mitigation Trust and is distributing funding for eligible projects that meet the requirements of the Trust Agreement and the parameters established by this request for applications (RFA).

Applications submitted in response to this RFA must address installation of Level 2 and in limited cases, Level 3 DC fast charging (DCFC) charging stations in places available to the public, workplaces, and multi-unit dwellings across Montana. Level 2 charging stations are those that use 208 to 240 volts of AC power and have a power output of less than or equal to 14.4 kilowatts (kW). Level 3 charging stations, or DCFC stations charge through a 480-volt direct-current (DC) plug and have a power output of at least 50kW for a single vehicle.

Purpose

The purpose of this program is to fund electric vehicle charging stations for light duty vehicles to help increase electric vehicle adoption and help reduce nitrogen oxides (NOx), greenhouse gases, and particulate matter emissions associated with light duty vehicles in Montana. This program is intended to achieve the following goals described in Montana's Beneficiary Mitigation Plan published in November 2018:

- Achieve mobile source NOx emission reductions across Montana; focusing on areas with the highest mobile source NOx emissions.
- Achieve long-term air quality benefits for the greatest number of Montanans.
- Invest in clean alternative fuels/infrastructure.
- Support long-term investments in zero-emission transportation options.
- Reduce diesel emission exposure of sensitive populations.

The intent of this RFA for separate location charging stations is to maximize geographic distribution, site location, and hosting site type (e.g., workplace, multi-unit dwelling, non-profit, tourist destinations, etc.) diversity. Applications will be evaluated to determine how the proposed charging station(s) meet the intent of the RFA and help achieve the goals of Montana's Beneficiary Mitigation Plan.

Funding

Under the State Mitigation Trust, a maximum of 15 percent of funds allocated to each state, or approximately $1.89 million in Montana, can be used to fund light duty EVCS projects. Under this 2019 RFA, a total of $300,000 will be available to fund projects from eligible applicants that meet the requirements, intent, and criteria included in this funding opportunity. The maximum available per single port Level 2 station is $4,000. The maximum available per dual port Level 2 station is $8,500. For eligible Level 3 (DCFC) stations, the maximum available is $30,000. These amounts are subject to match requirements and additional considerations below.

This is the first round of disbursement of funds under this program. Applications will be accepted as noted in the Application Schedule noted below.

Additional Considerations

- Not more than 30% of the total funds in this funding announcement will be awarded for Level 3 (DCFC) stations.
- Not more than 25% of the funds in this funding opportunity will be awarded to charging station projects located in an individual county in Montana.
- Not more than 20% of the funds available in this funding opportunity will be awarded to charging station projects located within an individual municipality or city.
- If a single entity (business, government) applies for funding for multiple charging stations, DEQ will consider geographic location and site diversity (workplace, multi-unit dwelling, public, etc.) as well as "Additional Project Scoring Selection Criteria" listed on page 7 of this RFA before awarding funding to multiple applications from one entity.

Match Requirements

Applicants are required to provide 10% match for charging stations installed at locations accessible and available to the general public located on Government Owned Property.

Applicants are required to provide 20% match for charging stations installed at places available to the general public on Non-Government Owned Property.

Applicants are required to provide 40% match for workplace and multi-unit dwelling charging station installations not available to the public.

Eligible sources of match include cash, loans, other grants, or capital assets dedicated to the project.

Volkswagen settlement funds awarded pursuant to this RFA can be used as match for another funding assistance program, such as a federal grant, if specifically allowed under the other assistance program for funding electric vehicle charging stations. If an applicant intends to use federal grants or other funding assistance program monies as match for this funding opportunity, please include that as an attachment in your application. The applicant must provide written documentation/confirmation that the other funding assistance monies can be used as match for Volkswagen Settlement funds.

Application Schedule and Terms

Grant payments are made as reimbursements upon complete installation of charging station, proof of operation and acceptance/approval by DEQ of required documentation. Documentation required to be submitted to DEQ to receive reimbursement is described on page 8 of this RFA. This funding opportunity closes on August 31, 2020 OR when the total $300,000 funding available has been awarded, whichever happens first. DEQ will review applications received by 5:00 pm local time on the application due date, per the application schedule below, contingent on available funding. DEQ will notify applicants if project will receive funding within approximately 30 days of the application due date, see application schedule below. Applicants can reapply during subsequent rounds by submitting a new application by the due date for each round as noted below.

The submission of an application under this RFA confers no right upon any applicant. To be eligible for funding, applicants and projects must meet the minimum project eligibility requirements described on

pages 4-7 of this RFA. If the total project funding requests exceeds the total funding available, DEQ will evaluate and score projects based on the criteria listed under "Additional Project Evaluation and Scoring Criteria" on page 7 of this RFA. DEQ reserves the right to reject any application. DEQ will periodically provide updates on remaining funding under this RFA via its website at deq.mt.gov/energy.

Application Schedule

Completed applications must be sent via e-mail to Kyla Maki at kmaki@mt.gov no later than 5:00 pm mountain standard time on the application due dates listed below to be considered in that application review round.

Round Number	Application Due Dates
1	October 4, 2019
2	November 18, 2019
3	January 13, 2020
4	March 16, 2020
5	May 18, 2020
6	August 31, 2020

Applications for the 2019-2020 funding opportunity will not be accepted after August 31, 2020.

DEQ will enter into a contractual agreement with those applicants slated to receive funding under this program. Agreements will define applicant's responsibilities to include deliverables, schedule for project completion, and method of payment. All projects must be completed, and documentation provided to DEQ within 12 months of execution of the agreement. DEQ will not provide up-front funding to qualified applicants. Payments for eligible project expenses will be made on a reimbursement basis after DEQ receives all required deliverables from the applicant. The term for funding for each selected project will begin upon signature.

Eligibility Requirements

Applicant Eligibility

Eligible applicants include both Government and Non-Government entities. Government shall mean a federal, state, or local government entity (including a school district, municipality, city, county, metropolitan or rural/regional transportation planning organizations, special district, joint powers authority, or a tribal government). Non-government entities include for-profit businesses and non-profit organizations identified as having tax-exempt declaration from the Internal Revenue Service. Multi-organizational/entity collaborations are encouraged.

Eligible Project Cost

All eligible project costs must be necessary for and directly associated to the acquisition, installation, operation and maintenance of the electric vehicle charging station. Project costs may include, but are not limited to, the following:

- ✓ Level 2 and Level 3 (DCFC) equipment costs (See "Equipment Eligibility" on page 5 and "Definitions" on page 8 of this RFA for additional information.)

- ✓ Charging station installation costs directly associated with and required for the installation and safe operation of EVCS.
- ✓ Utility upgrades and transformers and extensions
- ✓ Connecting EVCS to electrical service
- ✓ Other hard costs (concrete, conduit, signage, cable/wiring, paint striping and stenciling, etc.)
- ✓ Warranties for charging equipment (minimum of 5 years)
- ✓ Shipping of equipment
- ✓ Battery storage and photovoltaic panels and associated equipment (charge controllers, inverters) installed for the purpose of powering the electric vehicle charging equipment.

Ineligible Costs

All project costs that are not directly related to the project are considered ineligible for reimbursement. In addition, the following costs, even if they are directly related to the project, are ineligible.

- ⊗ Purchase or rental of real estate
- ⊗ Other capital costs (e.g., construction of buildings, parking facilities, etc.) or general maintenance (i.e., maintenance other than for the supply equipment)
- ⊗ Administrative costs
- ⊗ Any costs incurred before the grant agreement is fully executed, including applicant's expense for preparing the eligibility and cost proposals.
- ⊗ Used or refurbished EVCS equipment
- ⊗ Any equipment that does not meet the project eligibility requirements shown on pages 5-6 of this RFA

Location

The purpose of this program is to install Level 2 and Level 3 DCFC charging stations at places available to the public, at workplaces, and at multi-unit dwelling locations in Montana. Examples of locations available to the public include local, tribal, and federal government facilities, K-12 schools, higher education institution, parking facilities, and grocery and retail stores. Workplace sites are those located at a business and available only for employee and fleet use only. Multi-unit dwelling installations include parking facilities within apartment or condominiums available to only residents of the multi-unit dwelling.

At most of these locations, the average vehicle dwell time exceeds 20 minutes and a Level 2 charging station is appropriate. In certain locations, a Level 3 DCFC may be necessary to meet the needs of EVCS users. If applicants are requesting funding for a Level 3 DCFC station, the station must be available to the public, and the applicant must include a justification as to why a Level 2 station is not feasible.

Equipment Eligibility

Level 2 charging stations must offer either single Society of Automotive Engineers (SAE) SAE J-1772 standard connection to charge one electric vehicle (EV) at a time or two SAE J-772 connectors to charge two EV's at once. Powered by 240-volt alternating current (AC), the station must provide a charge of at least 6.6 kilowatts (kW) continuous with electric service rated at 208V (30A continuous) to provide up to 100 miles of travel in 3 to 4 hours. Level 2 and Level 3 (DCFC) stations must be certified through the Nationally Recognized Testing Laboratory (NRTL) program to demonstrate compliance with appropriate

product safety test standards. A complete list of accredited NRTLs can be found online at: https://www.osha.gov/dts/otpca/nrtl/nrtllist.html .

Level 3 (DCFC) charging stations must be capable of providing at least 50kW for a single vehicle. DCFC must have one CHAdeMO and one SAE CCS J1772 on each DCFC.

Operation, Maintenance and Payment Requirements

- The station must be kept operational and in service for a minimum of 5 years.
- If ownership of the charging station or host site changes prior to 5 years of station operation, the owner must notify DEQ.
- If the charging station is sold prior to 5 years of operation, the applicant may be required to pay a pro-rated portion of the grant back to DEQ.
- If the charging station is rendered inoperable, or otherwise disposed of, the applicant under certain circumstances may be required to pay a pro-rated portion of the station cost back to DEQ.
- Applicants have the option to require, or not require, payment from EVCS users. Payment options are at the discretion of the grantee, but must include at least two payment options including but not limited to: direct use of a credit or debit card at the station, smart phone application (app)-based payment, subscription methods, smart cards, etc.
- Projects shall be connected to a network by Wi-Fi or cellular connection using an open standard protocol.
- DEQ incurs no liability for charging stations funded under this RFA. The owner of the charging station, or host site assumes all liability and must maintain a liability coverage insurance policy.
- If station goes out of service for repairs, it must be up and fully operational within 48 hours, to the extent possible.
- Charging stations located at public places and available to the general public must be accessible 24-hours per day, seven days a week.
- The charging station shall be registered on the Alternative Fuels Data Center (AFDC) Fuel Data Center station locator tool at www.afdc.energy.gov.

Equipment Design

- Cord management system must be incorporated to the EVCS to eliminate the potential for cable entanglement, user injury and connector damage from lying on the ground.
- The EVCS must be capable of operating without any decrease in performance over an ambient temperature range of minus 22 to 122 degrees Fahrenheit with relative humidity of up to 95%.

Site Eligibility

- Minimum of one dedicated parking space for each connector. EVCS located outside of the public right of way must include “EV parking only” signs for each station, along with “EV Parking Only” stenciled graphics on each striped parking pad. Alternative signage and EV parking designation may be considered.
- For multi-family residences, the charging stations must be commonly accessible and not dedicated to individual residents or units.

- If the project is a stand-alone charging station (not wall-mounted), placement of bollards to protect the station equipment are required unless applicant provides evidence of restrictions other factors that would not allow placement of bollards (right of way encroachment, etc.).
- Applicants must comply with all applicable federal, state and local permitting, zoning, and code requirements.

Additional Project Selection Scoring Criteria

Criteria	Low 1 point	Medium 3 points	High 5 points
Geographic Area	N/A	Located in county ranking 1-10 for highest on-road NOx emissions in Appendix A	Located in Priority Air Quality Areas/Counties or Class I Areas listed in Appendix A
Priority Locations	Workplace charging for 15 or more employees	Multi-unit dwelling	Tourist destinations available to the general public*
Renewable Energy	N/A	N/A	On-site photovoltaic system and/ or battery storage**
Sensitive Areas/Populations	N/A	N/A	Located near sensitive areas or serves sensitive populations according to EPA's EJ Screening tool: https://www.epa.gov/ejscreen
Future Proofing	N/A	N/A	Site location includes future capability for higher capacity or additional chargers without having to install additional electrical conduit or electrical service capacity.

***** Tourist destinations include but are not limited to State Parks, National Parks, National Historic Sites, designated ski areas, resorts, points of interest, campgrounds.

****** Renewable energy must provide power directly to the EVCS.

Reporting Requirements

DEQ may request quarterly reporting data for a period of up to five years after installation. More information on quarterly reporting including deadlines and report templates, will be provided to recipients after award notification in the grant agreement. Quarterly data that DEQ may request includes but is not limited to the number of charging sessions, average kilowatt-hours used per charging session, maximum instantaneous peak power, start, and charge times.

Application Materials and Instructions

Applicants must complete and submit the following information for each charging station proposed to be funded via e-mail to Kyla Maki at kmaki@mt.gov by 5:00 pm mountain standard time on the application due dates listed on page 4 of the RFA to be considered in that application review round:

1) Completed *Charge Your Ride Montana* Electric Vehicle Charging Station Application for each charging station, with signature of individual responsible for authorizing and overseeing completion of the project.
2) Letter(s) of Commitment from charging station host site(s) demonstrating assurance that the charging station will remain at the site and operational for a minimum of 5 years.
3) Letter(s) of Commitment for match from the applicant and from additional project funding partners (if applicable), who will provide necessary matching funds for the project.
4) Documentation from the utility providing electrical service such as a letter of service notice, indicating power supply availability for the proposed project.
5) Bids for EVCS - please provide three different bids for each EVCS. If you are not able to receive three bids, please include a written explanation of the reason why.
6) Plans and photo documentation that shows exact charger and parking space locations.

Applicants must fill out the grant application completely, provide necessary documents and provide answers to all questions in the application. Incomplete applications will not be considered. Applicants unable to complete their application by one of the scheduled due dates noted above should refrain from submitting until a subsequent round to ensure submittal of a complete application.

Definitions

Project eligibility is based on the following definitions:

Electric Vehicle Charging Station (EVCS): a device used to provide electricity to an electric vehicle, designed to ensure a safe connection has been made between the electric grid and the vehicle. An EVCS may be wall mounted or pedestal mounted and may provide one or multiple cords to connect with electric vehicles.

Level 2 Charging Station: a 208 to 240-volt AC charging with a cord connector that meets the SAE J1772 standard. Can be one standalone EVCS unit capable of charging one (single port) or more (multi-port) electric vehicles simultaneously.

Level 3 Charging Station: fast charging equipment (DCFC) that is capable of providing at least 50kW for a single vehicle. DCFC must have at least one CHAdeMO and one SAE CCS J1772 on each DCFC.

Multi-Unit Dwelling Charging Station: charging station available only to residents of a multi-unit dwelling location, and not available to the general public. EVCS cannot be dedicated or assigned to individual residents or units.

Publicly Available Charging Station: includes stations that are available for members of the general public to use. Members of the public may or may not be charged a fee for use of the charging station.

Sensitive areas and Sensitive Populations: those that are at greater risk of exposure to air pollution when compared with the rest of Montana and bear a disproportionate burden associated with high concentrations of vehicle emissions. EPA's EJScreen tool helps determine populations and locations at greater risk of exposure to vehicle emissions: https://www.epa.gov/ejscreen.

Workplace Charging Station: charging station only available to employees and not the general public located on government-owned or non-government owned property. The EVCS cannot be dedicated to individual employees.

Appendix A: Priority Air Quality Counties and Areas

Counties that include nonattainment, maintenance, or at-risk areas for certain pollutants associated with mobile sources (transportation).

Pollutant	County	Status
PM-2.5	Lincoln	Nonattainment
PM-2.5	Flathead	At risk
PM-2.5	Missoula	At risk
PM-2.5	Lewis and Clark	At risk
PM-2.5	Silver Bow	At risk
PM-2.5	Powder River	At risk
PM-2.5	Ravalli	At risk
CO	Yellowstone	Maintenance
CO	Cascade	Maintenance
CO	Missoula	Maintenance

Eligible Class I Areas

- Fort Peck Reservation
- Northern Cheyenne Reservation
- Flathead Reservation
- Yellowstone National Park
- Glacier National Park

Mobile Onroad NOx emissions- Top 10 Counties

1. Yellowstone
2. Gallatin
3. Missoula
4. Jefferson
5. Cascade
6. Mineral
7. Big Horn
8. Flathead
9. Lewis and Clark
10. Stillwater