COLORADO
Energy Office

ALT Fuels Colorado

Electric Vehicle Direct Current Fast-Charging Corridors Grant Program

Request for Applications (RFA)

Released
Tuesday, April 10, 2018

Application Deadline (must be submitted electronically)
Friday, June 29, 2018 - 5:00 p.m. MT

ALT Fuels Colorado
Electric Vehicle Direct Current Fast-Charging Corridors Grant Program
Request for Applications

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Section 1: Overview and Background

Program Information Background and Objectives

The Colorado Electric Vehicle Plan was released in January 2018 in support of Executive Order D 2017-015, *Supporting Colorado's Clean Energy Transition.* The plan states that lack of electric vehicle (EV) fast-charging stations along major transportation corridors limits the ability of EV drivers to engage in intra-and interstate travel and is a major barrier for current and prospective EV owners. According to the Alternative Fuels Data Center, Colorado currently has 53 EV fast-charging stations (138 EV fast-charging ports). The Colorado Electric Vehicle Plan estimates that to support the medium growth scenario of 302,429 EVs in Colorado by 2030 as projected in the Colorado EV Market Implementation Study, a total of 204 stations (817 EV fast-charging ports) will be required, with many installed along Colorado's transportation corridors. Under the high growth scenario of 940,000 EVs by 2030, as many as 632 stations (2,530 ports) will be needed. To help address this barrier, the State of Colorado envisions a network of EV fast-charging stations along major transportation corridors that provide quick, convenient, and reliable charging and allow a driver in an EV to travel from one side of the state to the other without experiencing range anxiety.

This RFA directly addresses Action #1 in the Colorado Electric Vehicle Plan: Build out Colorado's EV fast-charging infrastructure through public-private partnerships and in coordination with other programs. Using its existing ALT Fuels Colorado program, CEO will award grants to public and private entities to build EV fast-charging corridor stations. This competitive RFA is a solicitation for proposals for development of EV fast-charging stations along Colorado's Tier I and Tier II transportation corridors and connector highways as needed. Applicants should review the Colorado Electric Vehicle Plan prior to developing their applications.

Definitions:

- **Corridor**: A group of station sites along a designated section of highway and/or interstate for the purposes of this RFA.
- **Station/Site**: A geographic location for direct current fast chargers (DCFC) in a designated community along a corridor.
- **DCFC/Chargers/Charging Unit:** Individual dispenser. Each site will have multiple dispensers.

Corridor and Site Locations

Corridor designations and site locations shown in Figure 2 are based on a variety of sources. As part of the federal FAST ACT alternative fuel corridor nomination process, the State of Colorado convened stakeholders from across the state to identify alternative fuel corridors by priority and fuel type. As a result, Tier 1 and Tier 2 corridors were designated for EV charging and other fuel types as shown in Figure 1.

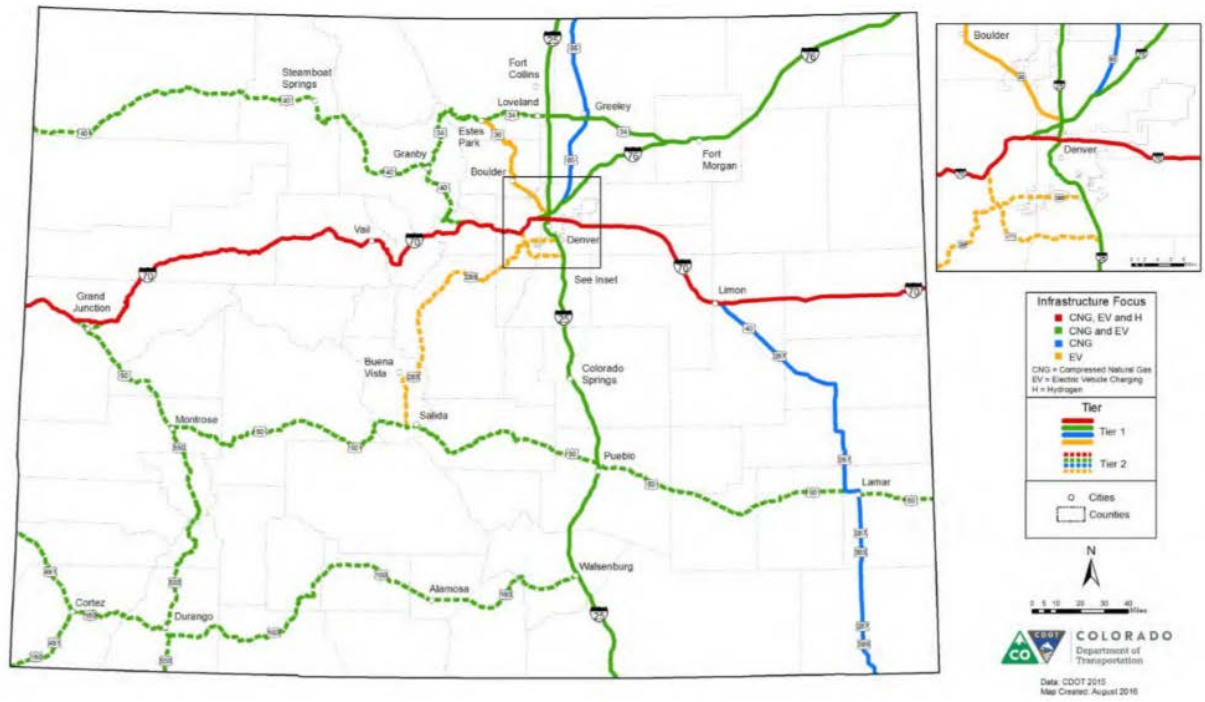

Figure 1: Designated alternative fuel corridors in Colorado

The National Renewable Energy Laboratory (NREL), in its 2017 report, Electric Vehicles in Colorado: Anticipating Consumer Demand for Direct Current Fast Charging, made recommendations for site locations based on light duty travel data and battery ranges. Following this report, a mapping analysis was conducted by graduate students at University of Colorado, Boulder that considered vehicle range, elevation gain, adverse conditions, and population centers. Finally, CEO looked at other planned investments for DC fast-charging stations. Based on these sources, CEO identified six corridors, each with 5-6 community locations where DC fast-charging stations are to be sited. CEO anticipates station placement in the communities listed in the tables included in Section 2 though will consider alternate siting within close proximity of the proposed communities with sufficient justification.

Funding is available for full corridor applications only. Applicants must bid on corridors as shown in Figure 2. Applicants may bid on more than one corridor however a separate application must be submitted for each corridor. Applications for individual sites will not be considered.

For communities not covered in this grant offering, CEO encourages participation in the Charge Ahead Colorado program. Charge Ahead Colorado provides grant funding for community-based Level II and DC fast-charging stations. Please visit http://cleanairfleets.org/programs/charge-ahead-colorado for more information.

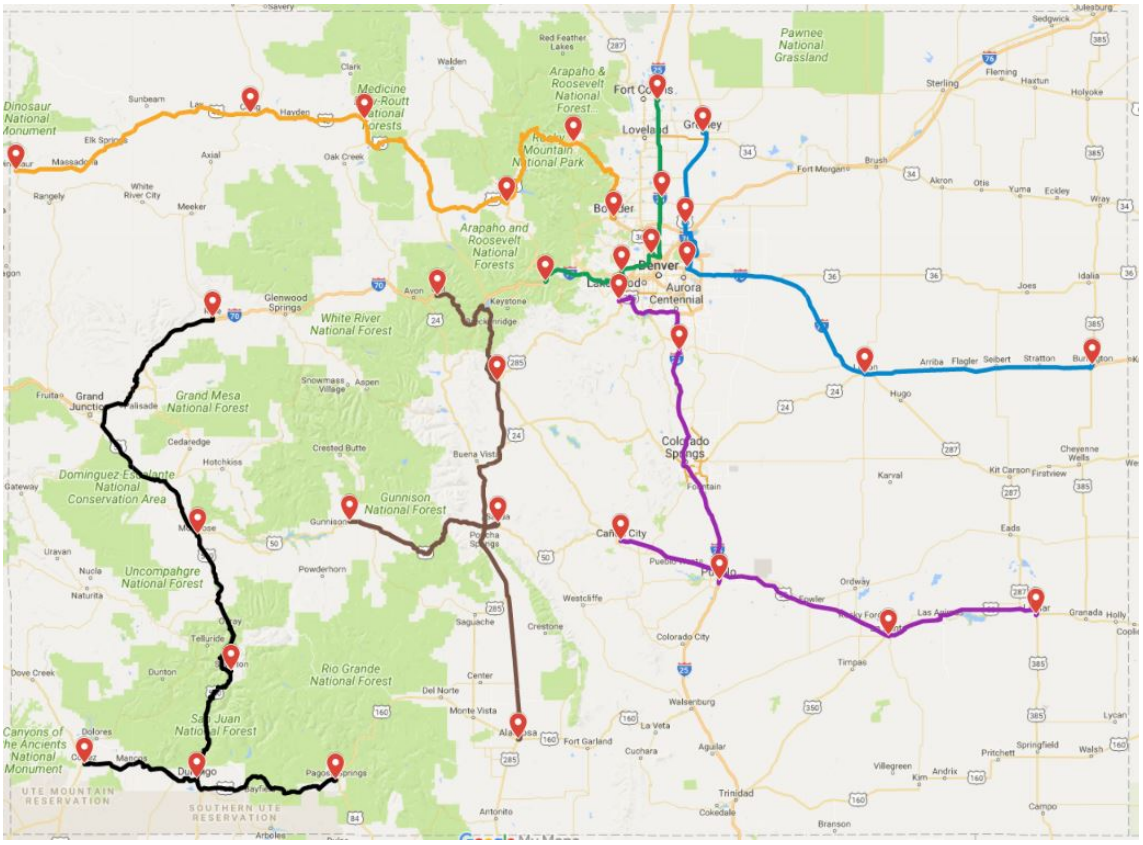

Figure 2: Corridors for Bidding

Corridor A **Corridor B** **Corridor C** **Corridor D** **Corridor E** **Corridor F**

Tier 1 Sites

Station sites designated as Tier 1 sites in the tables included within Section 2 are eligible for up to 80% of equipment and non-labor project costs of up to $380,000, whichever is lower, to install at least 4 DCFC.

While it is expected that all proposals for Tier 1 sites will include 4 DCFC, CEO will consider proposals that include two DCFC if accompanied by a strong justification. Awarded proposals that include Tier 1 sites with 2 DCFC will be eligible for up to 80% of equipment and non-labor project costs of up to $220,000, whichever is lower.

Tier 2 Sites

Station sites designated Tier 2 sites in the tables included within Section 2 are eligible for up to 90% of equipment and non-labor project costs up to $250,000, whichever is lower, to install at least 2 DCFC.

Section 2: EV Fast-Charging Sites and Corridors

Corridor A

Station	Road	City/Town	Distance (m)	Tier	Maximum Funding
1	US-40	Dinosaur	n/a	2	$250,000
2	US-40	Craig	88	2	$250,000
3	US-40	Steamboat Springs	42	2	$250,000
4	US-40	Granby	80	2	$250,000
5	US-36	Estes Park	60.3	1	$380,000
6	US-36	Boulder	37	1	$380,000
				Total	**$1,760,000**

Corridor B

Station	Road	City/Town	Distance (m)	Tier	Maximum Funding
1	I-70	Georgetown	54 (from Vail)	1	$380,000
2	US-36	Golden	37	1	$380,000
3	US-36	Westminster	20 (from Boulder)	1	$380,000
4	US-36	Frederick	29 (from Denver)	1	$380,000
5	US-34	Fort Collins/ Loveland	I-25	1	$380,000
				Total	**$1,900,000**

Corridor C

Station	Road	City/Town	Distance (m)	Tier	Maximum Funding
1	I-70	Burlington	n/a	1	$380,000
2	I-70	Limon	78	1	$380,000
3	I-70	Aurora	78	1	$380,000
4	I-76	Brighton	25	1	$380,000
5	US-34	Greeley	35	1	$380,000
				Total:	**$1,900,000**

Corridor D

Station	Road	City/Town	Distance (m)	Tier	Maximum Funding
1	US-160	Cortez	n/a	2	$250,000
2	US-160	Durango	46	2	$250,000
3	US-160	Pagosa Springs	60	2	$250,000
4	US-550	Silverton	48 (From Durango)	2	$250,000
5	US-550	Montrose	60	2	$250,000
6	I-70	Rifle	62 (from Grand Junction)	1	$380,000
				Total:	**$1,630,000**

Corridor E

Station	Road	City/Town	Distance (m)	Tier	Maximum Funding
1	I-70	Vail	54 (from Georgetown)	1	$380,000
2	US-285	Fairplay	54 (from Conifer)	2	$250,000
3	US-285	Salida	58	2	$250,000
4	US-50	Gunnison	65	2	$250,000
5	US-160	Alamosa	82 (from Salida)	2	$250,000
				Total:	**$1,380,000**

Corridor F

Station	Road	City/Town	Distance (m)	Tier	Maximum Funding
1	US-285	Conifer/Indian Hills	54 (from Fairplay)	2	$250,000
2	I-25	Castle Rock	31 (from Denver)	1	$380,000
3	I-25	Pueblo	84	1	$380,000
4	US-50	Canon City	41	2	$250,000
5	US-50	La Junta	68 (from Pueblo)	2	$250,000
6	US-50	Lamar	57	2	$250,000
				Total:	**$1,760,000**

Summary: Maximum Funding Available for Each Corridor

Corridor	# Stations	Maximum Corridor Budget
A	**6**	**$1,760,000**
B	**5**	**$1,900,000**
C	**5**	**$1,900,000**
D	**6**	**$1,630,000**
E	**5**	**$1,380,000**
F	**6**	**$1,760,000**

Eligible Costs

The following items are eligible for reimbursement:

- DCFC units (one CHAdeMO and one SAE CCS J1772 on each DCFC), power conversion hardware, and associated equipment
- Warranties for equipment (at least 5 years)
- Utility upgrades such as transformers and extensions
- Other hard costs (concrete, conduit, wire, signage, etc.)
- Other equipment and non-labor project costs including design and engineering, permitting, and project management
- Shipping of equipment

Non-Eligible Costs

The following project types **ARE NOT** eligible for funding under this RFA:

- Labor associated with site preparation or equipment installation (applicants will be required to clearly separate equipment, non-labor project costs, and labor costs in their proposals)
- Paper studies or research projects (e.g., a study which assesses the cost and feasibility of electric vehicle charging station installations along certain regions/corridors)
- Surveys to determine interest in the installation of electric vehicle charging stations in a particular region/corridor
- Proposals for any type of vehicle demonstration or demonstrations of existing technologies for public outreach/education

Section 3: Minimum Station Specifications

1. **Distance Between Stations**
    a. Community sites have been designated to ensure optimal coverage. Station sites shall be located in or within close proximity to community locations outlined in Section 2 corridor tables A-F. Station sites proposed in communities other than those listed in tables A-F must provide a detailed rationale for alternate siting.
2. **Locations**
    a. All proposed station sites must be within one mile from a highway interchange, though closer proximity of less than 0.5 miles is highly encouraged. Exceptions may be made for areas without access to sufficient amenities or where access to 3-phase power is limited. Stations proposed for site locations further than one mile from a highway interchange must provide a detailed rationale.
3. **Minimum Number of DCFC Chargers**
    a. Each Tier 1 site shall have a minimum of four dual-cord protocol DCFC units (one CHadeMO and one SAE Type 1 CCS on each unit). CEO will consider proposals that include 2 DCFC if accompanied by a strong justification.
    b. Each Tier 2 site shall have a minimum of two dual-cord protocol DCFC units (one CHAdeMO and one SAE Type 1 CCS on each unit).
4. **Sufficient Parking Spaces**
    a. Each station site shall have adequate parking to allow for the maximum number of vehicles that can be charged simultaneously (at least two vehicles at Tier 2 sites and four vehicles at Tier 1 sites).
    b. Station sites shall include sufficient real estate for the addition of future DCFC stations. It is required that there be enough space to double the initial installed capacity (i.e., Tier 2 sites with two parking spots should have space to double to four spots in the future as demand for fast-charging increases).
5. **Facilities**
    a. Station site shall have 24-hour access to the chargers and well-maintained, illuminated restrooms. The restrooms should be supplied with municipal water and have a clean, operable drinking fountain.
6. **ADA Compliance**
    a. All installations shall comply with relevant ADA guidelines.

7. **Safety**
    a. Station sites shall have dusk-to-dawn area lighting and a reasonable level of public activity. The sites must provide or have access to shelter for inclement weather.
    b. Applicants shall clearly describe safety precautions implemented on site for EV drivers charging their vehicles with the installed equipment.
8. **Public Amenities**
    a. At a minimum, the sites shall supply basic amenities such as vending machines or fast food.
    b. Stations shall have access to Wi-Fi and/or cellular service for customers while they charge.
    c. Access to full-service amenities within a short walking distance is preferred, such as local restaurants, retail shopping, or tourist attractions.
9. **Charging Equipment Requirements**
    a. Stations with two DCFC must be capable of providing at least 150 kW charging for a single vehicle and at least 50 kW simultaneous charging for two vehicles.
    b. Stations with four DCFC must be capable of providing at least 150 kW simultaneous charging for two vehicles and at least 50 kW simultaneous charging for four vehicles.
    c. Stations must be backward compatible to CHAdeMO v0.9 and SAE J1772 Oct2012 or other similar standard to allow model year 2010 or newer DC charging equipped vehicles to charge at lower kW.
    d. The DCFC and supporting equipment must comply with NEC (2017 edition) Article 625 and related articles and tables.
    e. DCFC and supporting electrical components, enclosures, and mounting systems must be built to UL 2202 and UL2594 standards or equivalent.
    f. DCFC and supporting equipment shall be listed by a Nationally Recognized Testing Laboratory (NRTL).
    g. DCFC and supporting equipment shall comply with state and local codes and electrification requirements including, but not limited to, third party certification as appropriate (documentation to be included for each unit).

h. DCFC shall have payment or access control to allow users to authenticate using a credit card (magnetic stripe and chip card) using equipment at the station. CEO will consider additional payment methods beyond credit cards including use of RFID device, NFC, smart phone apps, or other identifying and authorizing methods. These additional payment methods shall operate on equipment, software, and networks using publicly available open standard(s), such as Open Charge Point Protocol (OCPP) v1.6. The DCFC should have back-end capabilities to collect payment or provide reporting mechanisms such that another system, through secure re-programming of back-end server location and credentials, would be able to collect payment and provide access control.

i. DCFC shall be type evaluated through the National Type Evaluation Program (NTEP) and the installation and use shall comply with all requirements of the National Institute of Standards and Technology (NIST) Handbook 44 Section 3.40. Electric Vehicle Fueling Systems - Tentative Code and shall have received safety certification by a nationally recognized testing laboratory (NRTL).

j. DCFC shall be indicated and recorded in megajoules (MJ) or kilowatt-hours (kWh) and decimal subdivisions thereof, with the value of the smallest unit of indicated delivery by a DCFC, and recorded delivery if the DCFC is equipped to record, shall be 0.005 MJ or 0.001 kWh.

k. Physical Appearance, Function, and Design
    i. DCFC and supporting equipment must utilize tamper-resistant screws and design but provide a locked or easy opening mechanism for service work.
    ii. DCFC enclosure must be constructed for use outdoors in accordance with UL50, Standard for Enclosures for Electrical Equipment, NEMA, Type 3R, or better to protect against blown dust or rain. Equivalent standards may be used if it is in accordance with or otherwise meeting the requirements of UL50.
    iii. Display screens must be protected from malfunctions due to condensation and normal local weather conditions.
    iv. Equipment and display screens should be sturdy enough to withstand most types of vandalism.

v. DCFC and supporting equipment must be capable of operating over beyond an ambient temperature range of minus 22 to 122 degrees Fahrenheit. Applicants should provide a derating curve for their equipment within this temperature range.

vi. The equipment must be able to withstand high elevation and be fully operational at each site's elevation, which in Colorado can range from 3,300 feet to over 10,000 feet.

vii. DCFC shall include barriers to prevent damage from equipment used for snow removal.

viii. DCFC must incorporate a cord management system or method to minimize the potential for cable entanglement, user injury, or connector damage from lying on the ground, and comply with NEC articles 625 as it applies to cord management systems.

ix. Additional preferred specs include:

1. Adequate surge protection for proposed equipment.
2. Operating humidity at up to 95% at +50C non-condensing.
3. Power conversion efficiency of 90%, though higher is encouraged.
4. Total Harmonic Distortion (iTHD) of <5% or whatever is required to be compliant with local utility policy.
5. A power factor of 90% or better.

l. Networking

i. DCFC must connect to a network via Wi-Fi or cellular connection using multiple carriers. Applicants must clearly state how possible network security concerns will be prevented, addressed, and managed.

ii. Network must be PCI (Payment Card Industry) compliant to allow for credit card payment.

iii. Network must provide the option for remote management and access control.

iv. Stations shall collect usage data for required semi-annual data reporting including but not limited to:

1. Connect and disconnect times
2. Start and end charge times
3. Maximum instantaneous peak power
4. Average power

5. Number of charging events
6. Total energy (kWh) per changing event
7. Rolling 15-minute average power
8. Date/time stamp
9. Unique ID for charging event
10. Unique ID for identifying the EVSE
11. Other non-dynamic EVSE information such as GPS ID
12. Percentage of station downtime

m. The operator must have remote diagnostics and the ability to "remote start" the equipment.

n. Warranties must include repair and replacement for vandalism and be valid for a minimum of five years.

10. **Operation and Maintenance**

a. The applicant will be responsible for ensuring payment of all operating and maintenance costs including, but not limited to, payment of leases, rents, royalties, licenses, fees, taxes, revenue sharing, utilities, and electric power supply for the charging equipment and supporting elements, such as area lighting.

b. The applicant is responsible for ensuring the maintenance of the chargers including cables, ancillary equipment, and any awnings, canopies, shelters and information display kiosks for signage associated with the charging station. "Maintain" as used in this RFA shall mean "to provide all needed repairs or desired and approved alteration, as well as regular maintenance needed to ensure optimal performance and minimize downtime. Equipment shall be kept safe and presentable."

c. The applicant must address any issues such as, but not limited to, malfunctions and repairs. The applicant must propose a plan to ensure that the equipment is operational at least 97% of the time based on a week of 24 hours a day and 7 days (no more than 5 hours' cumulative downtime in a 7-day period). It is the applicant's responsibility to ensure the 97% uptime requirement is met. For significant or complex issues leading to extended downtime (such as vandalism), applicants shall:

i. Notify appropriate sources so drivers are aware including, but not limited to, website and application hosts, as appropriate.

ii. Inform CEO via email within one business day to explain the situation and management plan to mitigate the problem.

d. Applicant shall include snow removal plan to ensure access during/after inclement weather.

11. **Payment Options**

a. The charging equipment must be capable of supporting multiple point-of-sale methods including credit or debit cards without incurring any additional fees, inconvenience, or delays versus other payment or access control methods. Other payment options may include pay per use subscription methods, RFID or smart cards, and smart phone applications.

b. Equipment shall allow for flexible pricing including, but not limited to, per minute or per hour, by kWh, by time of day.

c. Equipment and software shall be futureproofed to allow for alternative forms of payment as payment technology evolves.

12. **Customer Service**

a. The applicant must provide customer support service that is accessible 24/7. This may include an onsite station operator or a toll-free telephone number clearly posted near the charging equipment that is available to EV drivers accessing the charging equipment.

b. The customer support service must be capable of providing or dispatching service to address customer concerns at the charging station. When someone contacts the station operator or calls the toll-free number due to an issue, they should get immediate assistance including rebooting the system if necessary.

13. **Highway and On-Site Signage**

a. Awarded applicants shall coordinate with the Colorado Department of Transportation (CDOT) to have directional signage produced and installed along the highway.

b. Applicants shall coordinate with local jurisdictions and site hosts to install wayfinding, regulatory, and on-site signage using universally recognized signs.

14. **Completion Date**

a. CEO anticipates that final installation for each corridor will be completed and stations operational within 12 months of contract execution. Proposals with timelines beyond 12 months must provide a rationale for the extended

timeline. Applicants are strongly encouraged to complete the project earlier than 12 months, if possible.

15. **Future Proofing**
    a. All stations shall be designed in a way that allows for future upgrades to a charging capacity of at least 350 kW/dispenser through installation of additional power conversion hardware without replacement of installed dispensers, electrical distribution, or power conversion hardware.
    b. Future-proofing considerations should include total simultaneous charging power for a station capacity of at least 150 kW/dispenser for future dispenser requirements.
    c. At a minimum, sites shall have sufficient space that allows for future expansion to double the initial number of charging stations installed under this solicitation. This should include access to sufficient real estate.
    d. Applicants shall include future-proofing strategies such as larger or additional concrete pads, transformers and other utility-related equipment, and larger and/or additional conduit to avoid having additional construction and conduit costs in the future.
    e. Applicants are strongly encouraged to consider opportunities for current or future use of onsite storage, dispatchable load, and renewable energy. Applicants should speak to these elements in their business pro forma as well as sustainability and innovation sections of their proposals.
16. **Collaboration**
    a. Applicants are required to provide a letter of support from at least one local government.
    b. Applicants are strongly encouraged to collaborate with local governments including cities, towns, and county governments as well as other local partners such as other public and private stakeholders. Proposals that have strong support from local and regional stakeholders will be evaluated more favorably.
    c. Applicants are required to collaborate with the local electric utility and include appropriate documentation from the utility, such as a letter or service notice, indicating power supply availability for the proposed project.

17. **Business Model and Pro Forma**
    a. All applicants shall provide a business model and pro forma for three and five years that includes the proposed project budget, usage estimates, revenue, and operational expenses over time. Pro forma must include an analysis of each station and of the corridor as a whole.
18. **Outreach and Marketing**
    a. All applicants shall develop and include an outreach and marketing plan with strategies, tactics and timelines to drive utilization of their stations. Plans may include applicant as well as partner activities.

Section 4. Key Activities and Dates

Key activities including dates and times for this solicitation are presented below.

Activity	Action Date
RFA Release	April 10, 2018
Required RFA Webinar/Pre-Bid Meeting	April 19, 2018 – 2:00pm – 4:00pm MT
Deadline for Written Questions (Round 1)	April 27, 2018 – 5:00pm MT
Response to Round 1 Questions Posted	May 9, 2018
Deadline for Written Questions (Round 2)	May 18, 2018 – 5:00pm MT
Response to Round 2 Questions Posted	May 25, 2018
Deadline to submit Applications	June 29, 2018 – 5:00pm MT
Anticipated Notice of Award Decisions	September 2018

Questions shall be submitted to ceo_evcorridors@state.co.us by the dates indicated above. Responses to questions and other updates will be posted to CEO's website at www.colorado.gov/energyoffice. Applicants are responsible for checking the CEO website for updates about the RFA.

Section 5: Application and Administrative Information

Maximum Number of Applications

Applicants may submit one application per corridor (A, B, C, D, E, F). Each application must identify one (and only one) corridor and must adhere to all requirements contained in this solicitation. Applicants may submit multiple applications if each application proposal is for a different corridor. For example, an applicant may submit one application for Corridor A and another application for Corridor B. Funding is available for full corridor applications only. Applicants must bid on corridors as outlined in the response format section below. Applications for individual sites will not be considered.

Federal Highway Administration: Congestion Mitigation and Air Quality Improvement Program

The Congestion Mitigation and Air Quality Improvement (CMAQ) Program is a federally-funded program of surface transportation improvements, presenting an opportunity to improve Colorado's air quality by expanding statewide markets for alternative fuels. Jointly administered by Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), the CMAQ program was created in 1991 and reauthorized most recently in 2012 under MAP-21 (Moving Ahead for Progress in the 21st Century). For more information, see FHWA's Congestion Mitigation and Air Quality Program – Alternative Fuel Vehicle Projects at www.fhwa.dot.gov/environment/air_quality/cmaq/reference/alternative_fuel/.

Colorado Department of Public Health and Environment (CDPHE) and the Volkswagen Beneficiary Mitigation Settlement

The State of Colorado by and through the Office of the Governor has filed the certification for beneficiary status under the environmental mitigation trust and has declared the Colorado Department of Public Health and Environment (CDPHE) the lead agency for the purposes of the state's participation as beneficiary. On March 21, 2018 CDPHE issued the final Colorado Beneficiary Mitigation Plan which includes the maximum allowed funding for Zero Emissions Vehicle (ZEV) equipment and establishes funding for the ALT Fuels Colorado Electric Vehicle Direct Current Fast-Charging Corridors Grant Program. Grantees will be subject to the terms and conditions of Colorado's Beneficiary Mitigation Plan and the Volkswagen Clean Air Act Consent Decree, both of which can be accessed at https://www.colorado.gov/cdphe/vw.

Federal Highway Administration (FHWA) Requirements

Any published material shall acknowledge the financial participation of the Colorado Energy Office (CEO) as well as the Colorado Department of Transportation (CDOT) and/or FHWA and Colorado Department of Public Health and Environment (CDPHE). Any published material acknowledging the contribution of the FHWA shall include the federal disclaimer statement: "FUNDED BY THE FHWA." Published materials include any non-internal documents, reports, maps, photographs, computer software, or like materials that are intended to be viewed by those outside of CEO, CDOT and CDPHE.

In accordance with the provisions of OMB Circular No. A-133: "Audits of States, Local Governments, and Nonprofit Organizations," all nonfederal entities including state and local government and non-profit organizations, receiving more than $500,000 in CMAQ funds, shall comply with the audit requirements of 49 CFR 18.26. Compliance with 49 CFR 18.26 is required in the form of a program specific audit. This audit will examine the "financial" procedures and processes.

Awarded recipients of CMAQ funds must also be able to certify compliance with the Buy America Act**,** as evidenced by means of a signed letter from all relevant vendors and equipment suppliers for equipment made from iron or steel.

Proprietary/Confidential Information

Any restrictions of the use of or inspection of material contained within the application shall be clearly stated in the application itself. Written requests by the applicant for confidentiality shall be submitted to the CEO in advance of the application submission deadline. Please allocate sufficient time prior to the application submission deadline to allow for a response by the CEO. The applicant must state specifically what elements of the application are to be considered confidential/proprietary and must state the statutory basis for the request under Public (open) Records Act. (Section 24-72-201 et. seq., C.R.S.). Confidential/Proprietary information must be readily identified, marked and separated/packaged from the rest of the application. Co-mingling of confidential/proprietary and other information is not acceptable. Neither an application, in its entirety, nor application price information will be considered confidential and proprietary. Any information that will be included in any resulting contract cannot be considered confidential. The CEO will make a written determination as to the apparent validity of any written request

for confidentiality. In the event the CEO does not concur with the applicant's request for confidentiality, the written determination will be sent to the applicant. Ref. Section 24-72-201 et. seq., C.R.S., as amended, Public (open) Records Act.

Organizational Conflict of Interest - Requirements of this Application and Subsequent Contract

Any business entity or person is prohibited from being awarded a contract if the business entity or person has an "Organizational Conflict of Interest" with regard to this solicitation and the resulting contract. Applicants should provide a brief written statement noting any conflict of interest within their application and title it "Organizational Conflict of Interest."

No person or business entity who was engaged by the CEO to prepare the original grant application or has access prior to the solicitation, to sensitive information related to this procurement process, including, but not limited to requirements, statements of work, or evaluation criteria, will be eligible to directly or indirectly submit or participate in the submission of an application for this grant solicitation. The CEO considers such engagement or access to be an Organizational Conflict of Interest, which would cause such business entity or person to have an unfair competitive advantage.

If the CEO determines that an Organizational Conflict of Interest exists, the CEO, at its discretion, may cancel the contract award. In the event the awarded applicant was aware of an Organizational Conflict of Interest prior to the award of the contract and did not disclose the conflict to the procuring agency, the CEO may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed by subcontractors in connection with the performance of the contract, with the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the CEO's rights.

RFA Response Material Ownership

The CEO has the right to retain applicants' original applications and other RFA response materials for its files. As such, the CEO may retain or dispose of all copies as is lawfully deemed appropriate. Application materials may be reviewed by any person after the Notice of Intent to Make an Award letter(s) has/have been issued, subject to the terms of Section 24-72-201 et seq., C.R.S., as amended, Public (open) Records. The CEO has the right to use

any or all information/material presented in reply to the RFA, subject to limitations outlined in the section, Proprietary/Confidential Information. Applicant expressly agrees that the CEO may use the materials for all lawful State purposes, including the right to reproduce copies of the material submitted for purposes of evaluation, and to make the information available to the public in accordance with the provisions of the Public (Open) Records Act.

Doing Business in Colorado

A Vendor wanting to do business in Colorado must register with the Colorado Secretary of State in accordance with Colorado Revised Statute (CRS) 7-90-801. This is the link for the Colorado Secretary of State's website: http://www.sos.state.co.us (Recommend going to the "FAQs" section, then opening the "Business Organizations" page and "General Information" section to review the FAQs.) A copy of the business entity's Articles of Incorporation and/or Bylaws may be requested by CEO.

Binding Offer

An application submitted in response to this RFA shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the signature on the Application Summary Sheet (Attachment A) of the applicant or an officer of the applicant legally authorized to execute contractual obligations and bind the applicant to the application. By submitting an application, the applicant affirms its acceptance of the terms and requirements of this RFA, including its attachments and appendices, without exception, deletion, or qualification - and without making its offer contingent. The applicant further agrees to cooperate with the CEO and expedite the contracting process upon notice of award. Applications that do not contain a completed Application Summary Sheet will not be considered for funding under the ALT Fuels Colorado program. Attachment A must be completed, signed and returned as the first page of an applicant's response.

Model Contract with Supplemental Provisions

Except as modified, the Model Contract and the State of Colorado Supplemental Federal Provisions (Appendix 1) for federally funded contracts, grants, and purchase orders subject to the Federal Funding Accounting and Transparency Act of 2006, included in this RFA shall govern this procurement and are hereby incorporated by reference. Please note this Model Contract lists the State's required legal provisions but does not include the specific scope of work and requirements for this RFA. Scopes of Work will be developed based on awarded

applications. Likewise, the State of Colorado Supplemental Federal Provisions requires that awardees possess an active Data Universal Numbering System (DUNS) number before receiving any grant funds. The DUNS number must also be registered within the System for Award Management (SAM) database. Applicants should include this information within the "Applicant Information" section of the Application Form.

The applicant is expected to review the attached Model Contract, all terms and conditions as well as all supplemental provisions and note exceptions. Applicants agreeing to abide by the requirements of the RFA are also agreeing to abide by the terms of the Model Contract. Unless the applicant notes exceptions in its application, the conditions of the Model Contract will govern.

While it may be possible to negotiate some of the wording in the final contract, there are many provisions, such as those contained in the State Special Provisions, which cannot be changed. Applicants are cautioned that the State believes modifications to the standard provisions, terms and conditions, and the State Special Provisions constitute increased risk to the State and increased costs. Therefore, the scope of requested exceptions is considered in the evaluation of applications.

Debarment and Suspension

By submitting a proposal in response to this RFA the applicant certifies to the best of its knowledge and belief that it, its principals, and proposed subcontractors (if any):

Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;
Have not within a three-year period preceding the Due Date of this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
Are not presently under investigation for, indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph IV.K.2 of the Code of Federal Regulations (CFR); and

Have not within a three-year period preceding the Due Date of this proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
If the applicant is unable to certify to any of the statements in this certification, it shall provide an explanation as an attachment to the proposal. This explanation is exempt from page limitations on the proposal, if any. The inability of the applicant to provide the certification will not necessarily result in disqualification of the applicant. The explanation will be considered in connection with the CEO's determination whether to select an applicant.

Disclaimer

All statistical and fiscal information contained within this RFA, and any amendments and modifications thereto, reflect the best and most accurate information available to the CEO at the time of RFA preparation. No inaccuracies in such data shall constitute a basis for legal recovery of damages or protests, either real or punitive, except to the extent that any such inaccuracy was a result of intentional misrepresentation by the CEO.

Federal Employer Identification Number (FEIN)

Applicants are required to provide their FEIN in their proposal. Additionally, vendors are required to submit their FEIN prior to contract, or purchase order issuance, or payment from the State of Colorado; and as directed by The State Office of the Controller. A W-9, Taxpayer Identification form provided by the State is required to be completed and submitted by the Vendor, shown in Attachment B, Request for Taxpayer Identification Number and Certification (W-9).

Incurred Costs

The CEO is not liable for any cost incurred by the applicant prior to issuance of a legally executed contract, purchase order or other authorized acquisition document. No property interest, of any nature, shall occur until a contract is finalized and signed by all concerned parties. As specified in the model contract, CEO shall retain ownership of equipment if the applicant goes out of business over the contract term.

Match Funding

Match funding or match share means cash contributions provided by the applicant and other parties to the application. Match may also come from grants, rebates, or other third party contributions. Match share percentage is calculated by dividing the total match share of

eligible costs by the total eligible costs. Eligible project costs are the sum of the CEO's reimbursable share and the applicant's match share. Match share expenditures must adhere to the following requirements:

- All match share expenditures must conform to the terms and conditions of this solicitation and the resulting agreement (see model contract).
- Applicants must disclose the source and provide verification and documentation for the match share funding committed to the project. For any match share committed by a third party, applicants shall submit a letter from each match share partner identifying the source(s) and availability of match funding.
- Grantees will be required to document and verify all match share expenditures through invoices submitted to CEO.
- Match share expenditures are allowable under an agreement only if they are incurred after CEO notifies the applicant and the project has been awarded and enters into a contract agreement. Match expenditures incurred prior to the approval and execution of an agreement may not be used toward applicant's match.
- Match share may **not** come from federal sources.

Section 6: Response Format and Application Requirements

Eligibility

This solicitation is open to all public and private entities. Each proposal must be submitted by a lead applicant and must clearly describe the business relationship with other parties to the proposal (site hosts, subcontractors, etc.). If awarded, the lead applicant shall be the party that enters into a contract with CEO and is responsible for completion and continuous operation of corridor stations for at least five years.

General Instructions

Official communication for this RFA will be published on the CEO website, http://www.colorado.gov/energy, including notices, Q&A, and RFA modifications. Applications, excluding any cover page, table of contents, pictures, maps, other required forms, and attachments, should not exceed 40 consecutively numbered (bottom center), 8.5x11-inch pages of single-spaced, standard 11-point type with 1-inch margins and black text. Furthermore, the formal page count does not include the Applicant Information, Proposal Summary, and General Instructions. The official application document and associated documents may be found on the Colorado Energy Office website.

No hard copy applications will be accepted. Digital applications in both Microsoft Word and PDF format are required and must be sent to ceo_evcorridors@state.co.us by June 29, 2018 – 5:00pm MT.

All attachments should be included in ONE (1) document containing a table of contents which denotes the appropriate title and page number of each item. Confidential/proprietary information should be readily identified, marked and included in ONE (1) additional attached document, separate from the rest of the application and attachments (See Proprietary/Confidential Information section of the RFA for additional information).

All Applications should be digitally named using the following convention:
Corridor Letter Application – Lead Applicant Name
Corridor Letter Attachments – Lead Applicant Name
Corridor Letter Confidential Information – Lead Applicant Name
For example: **Corridor B Application – Company X**

Criteria for Evaluation

All applications will be reviewed by a Scoring Committee comprised of CEO staff, representatives from the Regional Air Quality Council (RAQC) and others. Applicants will be notified when and if additional information or documentation is required. All information required to complete the application for funding is provided herein. Any additional information pertaining to RFA submissions, including email and phone calls, will not be considered during the selection process. CEO may invite applicants for interviews to discuss their proposals.

When evaluating projects for funding, the Scoring Committee will use the criteria in the table below. The overall quality of the application, containing all required information in a clear and concise format, is a prevailing consideration throughout all categories. The potential maximum number of points is listed to the right for each category.

Category	Points
1. Project Abstract and Project Narrative **1a. Project Abstract** **1b. Project Narrative**	**5**
2. Station Locations along and Access to Amenities	**20**
3. Station Design, Facilities Requirements, Minimum Station Specifications	**25**
4. Project Communication and Strategic Partnerships	**15**
5. Budget, Budget Narrative, Business Model, Pro Forma	**25**
6. Organization, Staff Experience, Qualifications	**20**
7. Innovation and Sustainability	**10**
8. Project Schedule	**10**
Total	**130**

Applicants must include the following information in their applications for the proposed project:

1. Project Abstract and Project Narrative

1a. Project Abstract

Provide a brief description of your proposal for the station corridor for which funding is being requested and clearly state the corridor letter (A, B, C, D, E, F). Include a brief description of the proposed business model, anticipated project benefits, and how the project will help meet the program objectives including the potential for well designed, well run, and strategically located stations. The abstract should be no more than 350 words.

1b. Project Narrative

Expand on the Project Abstract by providing a detailed description of the proposed project with a thorough explanation of how the project will contribute to implementation of Action #1 of the Colorado Electric Vehicle Plan. Describe the project's relationship with the objectives of key stakeholders including local governments, utilities, automobile dealers and others as it relates to enabling long range travel for electric vehicles. Discuss the proposed ownership model (e.g. owner-operator) and how the model best achieves the objectives outlined in the Colorado EV Plan.

2. Station Locations and Access to Amenities

Describe the location and provide the address of each proposed station site along the corridor including alternate sites as appropriate (e.g. primary site within a community along with any backup sites). Discuss why the station site was selected and the benefits it brings to EV drivers and Colorado's network of DC fast-charging stations. Discuss nearby amenities and what is available to a driver at the site. Verify that each site is within 1 mile of a highway interchange; if not provide a detailed rationale for alternate siting. If the site is in a community other that what is listed in corridor tables A-F, include a detailed justification for the alternate community location.

For each station site including alternate sites, include an aerial photo of station site and a labeled site plan that identifies equipment, dedicated parking spaces, nearby amenities, and area for future expansion.

For each station site, note the status of access to property. Proof of access must be shown by evidence of property ownership, a lease, or a letter from the property owner indicating permission or commitment to good faith negotiations. Applicants should clearly describe the existing relationships or agreements that will facilitate access to the property.

- **Required Documentation and Attachments:** For each primary and backup site include an aerial photo, labeled site plan, and proof of access to property.

3. Station Design, Facilities Requirements, Minimum Station Specifications

Provide a detailed description of each proposed station within the corridor including, but not limited to, the elements listed below.

- **Minimum Station Specifications:** Verify that all station and equipment meets the Minimum Station Specifications including those listed under Charging Equipment Requirements, Physical Appearance, Function and Design, and Networking. Where minimum specifications are met by equipment at each stations site (e.g. payment options), applicant may indicate, "applies to all station sites." For each station site include spec sheets for DCFC and related equipment.
    - If a minimum specification is not met, applicant shall discuss why and explain how the equipment ensures a reliable and customer-focused charging experience.
- **Technical Merits:** Describe the project including the type and capacity of the DCFC and related equipment for each station site. Provide information on how equipment design fits into the station's anticipated operating budget and larger business plan. Explain the technical merits of the project including the suitability of the proposed technology and equipment for the application and certified compliance with all state and federal guidelines and other industry standards or best management practices.
    - **Required Documentation and Attachments:** Spec sheets for DCFC and related equipment proposed for each station site.
- **Access to Sufficient Electrical Supply:** Station sites must have access to existing, nearby utility power required to meet the minimum station specs and required future expansion. Documentation verifying utility engagement, electrical capacity for each site, and proposed utility rates is required.

- **Required Documentation and Attachments*:*** Utility confirmation such as a letter or service notice indicating adequate power supply for each site including alternate sites.

- **Station Maintenance Plan:** The applicant shall provide CEO with a written plan for station maintenance. This plan shall include a description of available technical resources, qualifications of personnel who will assist during maintenance events, expected response times, and any specific, foreseen challenges/barriers to maintenance. The plan shall also provide a summary of planned maintenance activities by frequency and a communications strategy to keep CEO informed about operations and maintenance activities.
    - **Required Documentation and Attachments:** Maintenance plan for each proposed station that addresses Operations and Maintenance requirements outlined under Minimum Station Specifications.
- **Consumer Friendliness:** Describe how each station site meets the following Minimum Station Specifications: 24-hour access to DCFC, restrooms, and drinking water; area lighting and description of safety precautions; ADA compliance; site and highway signage; payment options; and customer service.

4. Project Communication and Strategic Partnerships

Applicants should clearly summarize strategic partnerships and arrangements with local county and municipal governments, utility companies, and other stakeholders including non-profits, state agencies, auto manufacturers and dealerships, economic development corporations, and private businesses. In addition, applicants should clearly discuss the following:

Consultation with Utility: Applicants are strongly encouraged to partner with utilities to ensure long-term viability of the station. While applicants are required to consult with the local electrical utility provider regarding service to proposed station sites, opportunities may exist for additional utility partnerships such as utility-funded make-ready equipment, utility ownership of or funding for charging equipment, and innovative rates. Details of utility partnership including rebates or incentives should be included.

Communication with Local and County Government: Applications must provide, at minimum, one reference of local or county government support for each station location (e.g. one per community). Letters from officials should describe the relationship of the

proposed station to government fleet support (if applicable) and local economic, environmental, and/or social benefits including alignment with community plans or goals. In the case of applications made by local governments acting as station operators or site hosts, documented evidence of interagency support is encouraged.

- **Required Documentation and Attachments:** Minimum one letter from local or county government in support of the project for each location.

Other Engagement: Applicants are encouraged to document engagement with other local and regional stakeholders involved in ensuring successful station development, operation, and utilization.

Outreach and Marketing: Applicants should clearly describe outreach and marketing strategies that will be implemented to advertise and drive utilization of the stations. Describe collaborations with entities like local governments and chambers of commerce or economic development corporations that will promote the stations. If a formal outreach and marketing plan has been developed, this may be included as an attachment.

5. Budget, Budget Narrative, Business Model, Pro Forma

Budget: Provide a project budget for the proposed corridor and each individual station. For each station applicants must clearly delineate eligible reimbursement costs from ineligible costs and include applicant match and the amount of funding requested from CEO. Funding sources for applicant match and ineligible costs should be noted.

- **Required Documentation and Attachments:** Itemized spreadsheet of all project costs including a detailed budget for the grant request.

Budget Narrative: Provide a detailed explanation of the project budget including a clear explanation of DCFC units and associated equipment, warranties for equipment, utility upgrades, hard costs like concrete and conduit, design and engineering, permitting, project management, and shipping of equipment. The narrative should clearly explain the applicant's match funds for the proposed project and where they come from. Applicants should indicate any other funding sources that will be used for this project and describe any plans to attract additional funding, if applicable. List all project-specific grant funds received or committed to date, whether from public or private sources, including all applications for funding pending

with other entities. If funding is not yet secured or awarded from any source, please indicate that clearly.

Business Model: Provide a detailed explanation of the business model including utility rates, operational costs, cost to charge at the stations, and anticipated revenue. The price to charge for drivers should be fair and reasonable, and the pricing model should be clearly described including the approach used to develop rates. Where applicable, reference the attached pro forma and how it contributes to your proposed business model.

The business model should clearly describe the rate agreement with the utility, the projected demand charge rates, and how demand charge rates will be managed within the business model. Applicants should clearly explain how they will balance managing peak demand with delivering a high quality charging experience for the driver

Describe the relationship between the lead applicant and other parties to the application including site hosts or other parties with a financial stake in the project. Provide a risk assessment for the project that includes specific issues that could negatively impact station viability and specific strategies to be taken by the applicant and other parties to the proposal to ensure long-term profitability for each station and the corridor. Describe steps taken to ensure the station remains viable during periods of low utilization, particularly if revenue derived from charging is the sole revenue source.

The contract term resulting from this RFA will be the period of installation plus five years of continuous operation for the awarded corridor. Describe plans to continue operation beyond the term of the CEO's funding agreement. Describe what market conditions will be required to expand capacity both in terms of kW and additional dispensers.

Pro Forma: A clearly articulated business case must be presented as a pro forma including all associated station design and installation costs; anticipated retail pricing of electricity; projected sales in years one through five with adequate justification given for all estimates; all operational costs; and the potential to expand the station based upon consumer adoption and anticipated future advancements in charging technology that exceed the station's initially engineered capacity.

- **Required Documentation and Attachment:** Pro forma.

6. Organization, Staff Experience, Qualifications

Clearly describe your organization and why you are well-suited to manage the proposed project. Describe your project team including lead applicant and other parties to the application, including contractors, subcontractors, site hosts, etc. If team varies by each station location, provide a breakdown for each.

Describe the project staff responsibilities and qualifications. This should include the specific roles and responsibilities of each member from the lead applicant and other parties to the application and consist of a brief summary of qualifications and previous accomplishments for similar projects. Prior charging station development experience (i.e. number of years, number of stations / sites developed, duties, locations, etc.) should be clearly indicated. Results from past projects should be highlighted. This shall include, but is not limited to, references from project partners (particularly local or state governments), locations and descriptions of other active stations, safety and reliability records, and other unique qualifications. In the case of joint ventures, relevant prior work experience between involved entities is preferred.

Applicants shall provide references and contact information from previous projects for team members. If there are relevant reports or case studies which summarize previous experience, these may be included as attachments.

7. Innovation and Sustainability

Applicants should discuss innovative strategies that go beyond the Minimum Station Specifications. These may include use of renewable energy, onsite storage, or other strategies that add to the long-term sustainability, viability, or customer friendliness of the corridor and/or individual stations.

- **Innovation and Sustainability:** Include any measures taken to reduce and manage utility demand charges, offset on-peak electricity usage, and mitigate other adverse grid impacts while ensuring a positive charging experience. These may include, but are not limited to, renewable energy generation and integration, storage, strategies to mitigate on-peak electricity demand, innovative business models that lead to reduced equipment and installation costs or reduced operation and maintenance costs.

- **Other Benefits**: Other benefits may include the quantity and quality of jobs created by the project, benefits to economically disadvantaged communities and/or communities with poor air quality, and other benefits to the local community or Colorado citizens.

8. Project Schedule

A project schedule that includes a list of project tasks and milestones must be submitted. The schedule should identify a reasonable and timely plan for contracting, permitting, construction, and opening for each station; core areas of work; lead individual and/or agency; and the amount of time to complete. A chart (Gantt or similar) should be used to outline project tasks and milestones.

Applicants should note issues or conditions that will need to be resolved before the project can begin and highlight barriers that could delay the proposed timeline. All stations must be complete within 12 months of contract execution. Proposals with timelines beyond 12 months must provide a rationale for the extended timeline. Applicants are strongly encouraged to complete the project earlier than 12 months, if possible.

Pre-Bid Meeting

A **mandatory** pre-bid meeting and webinar will be held on **Thursday, April 19 at 2:00 - 4:00pm MT** at the Colorado Energy Office (CEO) located at 1580 Logan Street, Suite 100, Denver, CO 80203. During the meeting, CEO staff will conduct a walk-through of the RFA document. Applicants will have the opportunity to ask questions about the program and application process. **Lead applicants must attend either in-person or via the webinar. Failure to attend will disqualify entities from being able to submit responses as a lead applicant.** Applicants can register for the webinar by clicking here.

Section 7: Application Submission Information

Application Submission

Applications must be received by **5:00pm MT on June, 29, 2018**. CEO is not responsible for technical or transmittal issues when submitting a grant application. **All applications with a CEO email inbox timestamp of 5:01pm MT or after will automatically be disqualified from the current funding round with no exceptions.**

Hard copy applications will not be accepted. Please e-mail your application to ceo_evcorridors@state.co.us. Subject: "**Corridor Letter Application – Lead Applicant Name**." CEO requests that all materials be included as attachments to one email, however if your documents are too large to send in one email, you may send multiple emails. If you must do this, please use the same email subject each time to assist with processing your materials efficiently.

Decisions

Additional information may be requested from applicants by CEO prior to final award determination. CEO may invite applicants for interviews to discuss their proposals. CEO is under no obligation to fund any proposal and reserves the right to deny proposals for any reason.

Funding is limited. Applications meeting all of the program's general policy guidelines may not necessarily receive an award.

CEO reserves the right to delay any decision due to budgetary constraints.

CEO reserves the right to vary from the evaluation criteria listed within this document during the bid solicitation period as necessary or appropriate based on guidelines given by Federal Highway Administration, Colorado Department of Transportation, and Colorado Department of Public Health and Environment. Any modifications to evaluation criteria will be posted to the CEO's website. It is the responsibility of the applicant to check for these changes.

The Notices of Intent to Award are anticipated to be made in September 2018, and applicants will be notified of the Scoring Committee's determinations via email. Awardees are expected

to sign and return the contract agreement to the CEO within four weeks of receiving the document unless otherwise noted in writing.

Funding decisions are final. Funds awarded are based on a competitive process where applications are weighed against other applications and overall program goals. Changes unapproved by the CEO to an awarded applicant's scope of work after funds are awarded will not be allowed and may result in the nullification of the award.

Section 8: Awarded Applicant Reporting and Payment Procedures

Grant recipients shall manage and expend grant funds to maximize these objectives in the Colorado Electric Vehicle Plan, including commencing expenditures and activities as quickly as possible, consistent with prudent management. Contract planning, evaluation, and award shall align with the program's core objectives outlined in the Colorado Electric Vehicle Plan, and CEO's evaluation will be based in part on how each proposal effectively achieves these objectives.

Successful grantees will adhere to reporting requirements over a five-year contract period commencing upon completion of construction and provide an analysis of the use of the EV charging corridor funds during that time.

Project Impacts and Reporting

All funding awards are conditioned upon veracity of information provided within the application and will require accountability and reporting by the Grantee. Such written analysis will be in accordance with the procedures developed and prescribed by the CEO. State staff may also conduct periodic site checks after installation to ensure compliance with the station Contract agreement. The following reporting requirements will be included in the CEO's Contract with the Awarded Applicant (Grantee).

Pre-Construction / Construction Phase Reporting

Monthly Reporting Requirements

Grantee will submit, on a monthly basis, a written progress report of all activities under this grant up to the point that all stations along an awarded corridor are open to the public. The preparation of reports in a timely manner will be the responsibility of grantee and failure to comply may result in the delay of payment of funds and/or termination of the grant.

The report will refer to the status of work to be performed pursuant to this grant and will include a description of the deliverables and tasks completed during the reporting period. The report will include a description of any findings or results, any unanticipated outcomes or roadblocks encountered, and any potential future applications of project results. The report will indicate clearly whether work is proceeding according to schedule, ahead of schedule or

behind schedule. If the work is behind schedule, the report must include a summary of the reasons for the delay and a plan of action to bring the project back on schedule, which will be subject to review and approval by the CEO prior to implementation. CEO will provide grantees with a reporting template at time of contract execution.

Grantee will also agree to a minimum five-year, undisrupted (barring unavoidable circumstances) station operation commitment beginning at the corridor's initial public opening. Grantee contract terms will start with contract execution date and include the period through completion of awarded corridor and 5 years of operation for each station. Any discontinuation of service before this time may result in the transfer of ownership and station equipment by the CEO to an alternative location, and operator with no guarantee of reimbursement. In such a case, the CEO will work with the station owner to reallocate the station equipment to an alternative location to continue operation and service to the public.

Final Report

Grantee will produce and submit to CEO a project completion report that provides a technical account of the total work performed and contains a comprehensive description of the work tasks specified herein, the results achieved, documenting the success/lessons learned/technology implementation of the project and shall include a financial status summary outlining expenditures for grant funds and non-grant cost-shares. The report shall include:

a. **Project Summary Narrative**: This should summarize the project achievements including, at minimum, the needs that the project addressed, what the goals were, whether or not those goals were achieved, and what audience the project served. The narrative should summarize whether the grantee met the requirements of the contract.

b. **Before and After Photos**: The project should allow for photos to communicate the work. Please include electronic files with the report immediately following the construction phase. If possible, try to get people in the photos – especially users of the funded equipment.

c. **Compliance**: Compliance with all local building and operational codes, as demonstrated by a signed letter from the local Authority Having Jurisdiction (AHJ) is

required. Non-compliance will result in the nullification of the Award and repayment of any grant funds utilized by the Grantee.

d. **Other Information:** Other information as requested by CEO.

CEO will provide grantees with a report template at time of contract execution.

Quarterly Reporting for Station Service

After stations are constructed and open to the public, grantees shall provide reports to CEO every three months for a five-year contract term (five-year contract term begins at final corridor completion though stations completed prior will be expected to report sooner). Required data reports shall be submitted to CEO no later than the end of each three-month period following the beginning of station service. This information will be used to benchmark station and program effectiveness, inform the public of project results via various strategies including press releases, case studies and the CEO website, and meet the reporting requirements of FHWA and CDPHE.

Quarterly data reporting will also be required throughout the duration of the contract with the State as an opportunity to document achievements through the project's work. Reporting criteria will include, but may not be limited to, the following:

a. Station Usage Report: A station usage report including but not limited to, number of charging events, connect and disconnect times, start and end charge times, maximum instantaneous peak power, average power, total energy (kWh) per charging event, rolling 15-minute average peak power, date/time stamp, unique ID for charging event, Unique ID for identifying the EVSE, other non-dynamic EVSE information (GPS, ID, type, contact info).

b. Summary of Quantifiable Metrics: This will include monthly e-gallon / electricity sales, average monthly e-gallon prices, number and type of jobs created (if applicable); number of individuals trained in station operation, safety and management; and additional expenses such as replacement of equipment, etc. Station owners may also report other metrics that they deem relevant to the project.

c. **Project Constituent Testimonials/Quotes:** Include statements about the project's importance from users and managers that could be used for communications. For example, a funded station may include a statement from the station owner, customers, etc.

d. **Summary of Communications:** Include a summary of any communications to and from the public associated with the station project. For example, this could include press releases, advertising, or newsletters.

e. **Summary of Operability:** Include a summary of operability and any down time or lapse regarding service to the public. This shall include, but may not be limited to, duration, reasons for the down time, and steps taken to minimize future interruptions.

At any time, the CEO may determine that additional application or reporting information is required and reserves the right to amend grant conditions without penalty. CEO will provide grantees with a reporting template at contract execution.

Payments

The following payment procedures will be included in the CEO's contract with the Awarded Applicant (Grantee):

Each station site is eligible for 50% reimbursement upon completion of construction and the station's opening to the public, and an additional 45% upon completion of the entire corridor. CEO will retain 5% of the total grant award, distributing 20% annually beginning one year from completion of awarded corridor based on timely completion of reporting, required uptime, and continuous operation.

Billing Procedures

Payments must be made in accordance with the provisions set forth in the grant. The State will reimburse grantee for the reasonable, allocable, and allowable costs based on satisfactory submission of monthly progress reports and required documentation of the work defined in the grant, as determined by CEO. The grantee will be compensated only for completed work by the grantee and accepted by the CEO pursuant to the terms of the grant. Payment will also be contingent upon the CEO's timely receipt and acceptance of the required reports described herein. The grantee will be reimbursed based on the submission

of a Request for Payment and a Financial Status Report form provided by the CEO providing a detailed account of the amount of costs, including receipts/invoices, incurred relating to line items per the project budget, and upon opening of the stations. The grantee is required to pay the agreed upon project match before any grant funds from the grant program are utilized.

For more information regarding applications, please contact:

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