



VIRGINIA ELECTRIC VEHICLE CHARGING ASSISTANCE PROGRAM (EVCAP) APPLICATION

Subaward Proposal Instructions

Carefully review the program guidelines, objectives and example terms and conditions. All proposals should align with the goals and requirements proposals will be evaluated on a competitive basis and will be awarded based on the perceived highest merit and priorities identified in the guidelines. Awards will be made based on the scoring indicated on the required application. ***Applications must include the following information and use the format provided.**

Proposals for the initial round of funding will be accepted until **11:59pm on February 16, 2024**. Only timely-filed, complete applications will be considered.

Use the Provided Format: Applicants must use the format provided and respond using a font size of no less than 12.

Application Length: Applications must be limited to a maximum of 10 pages. Certain questions may require attachments. Such attachments, as applicable, must be placed at the end of the application and listed in order.

Application Submittal: All applications and supporting materials should be submitted electronically to:

Vince Maiden, PG | Transportation Program Manager
State Energy Office
Virginia Department of Energy
Vince.Maiden@energy.virginia.gov

*Please submit large documents (over 10MB) via a [file transfer protocol \(FTP\) site](#) or other digital file transfer services.

Application

- 1. Applicant:**
State the name of applicant.
- 2. Primary Contact:**
Provide the name and all relevant contact information, including physical and email addresses and phone numbers of the primary contact for purposes of application and administration of the subaward. A secondary contact may also be provided.
- 3. Project Title and Target Area**
Provide a project title, summarize the project and proposed target area(s).
- 4. Prior Related Work:**
Please describe your experience with installation of EV Charging infrastructure as well as experience working in rural and disadvantaged areas. Provide information on your experience working with state and/or federal grants programs.
- 5. Funding Request:**
State the amount of the funding requested and proposed cost share.
- 6. Certification:**

To the best of my knowledge and belief, the information contained in this application is true and correct and the application has been duly authorized by the governing body of the applicant.

Name:

Title:

Date:

Part I – Project Area and Site Selection (30 points)

1. Project Area:

Provide a detailed description of the proposed project area and a list of sites (if already known). For sites tax parcel identification and a latitude and longitude should be included. Provide the name of the property owner. Indicate whether the property is publicly or privately owned. If privately owned, indicate whether there is or will be an option agreement or some other documentation between the applicant and the private owner demonstrating involvement by both parties. Attach such documentation or an example of an example agreement. If sites will be selected later, please briefly describe the site selection process and criteria.

2. Community Need & Justice 40 Analysis:

Describe the size of the project areas and/or community where the project will focus. Briefly describe the community need for assistance. Provide a Justice 40 analysis that demonstrates how this project will meet the requirements outlined by Presidential [Executive Order 14008](#) Section 223. A map of the project area is required and should include geospatial analysis of alignment with identified Justice 40 areas.

Part II – Project Scope of Work and Budget (40 points)

1. Project Description:

Describe the overall proposal and how it aligns with the program guidelines, and objectives. And please describe specific equipment planned for the project.

2. Scope of Work Description:

Describe the work to be performed as part of this project and how reporting requirements will be met. Work should include detail about site acquisition and contracting, site design and permitting, site installation including supplies and equipment, any additional maintenance and administrative costs identified. Work should also detail the intended revenue from charging such as the cost to community for charging services if proposing costs beyond electricity and maintenance.

3. Budget Detail:

Provide the total budget for the project or phase of work, broken down by major categories of expense; include sources of funding. Proposals must include a simple budget summary and charging type breakdown as in the format provided. Further budget detail may be requested if awarded.

	Expenses	Total Level 2 Ports	Total DCFC Stations
Supplies, Equipment and Contractual Reimbursements			
Total Budget			

The goals for type of charging equipment and location will break down as follows:

	Level 2 Public Government	Level 2 Publicly available, Private sector	Workplace-Level 2	Level 2 Multi-family residential	DCFC Publicly available
Proposed Cost Per Port					
Program rebate % (80% max, 100% allowable under some circumstance)	80%	80%	80%	80%	80%
Number of ports to be installed					
Total Budget					

4. Cost Share:

Describe the type, amount, source, and timing of all proposed cost share. Does the project deliver more than the 20 percent required cost share? Is a waiver being requested for the full or partial amount of the 20 percent cost share?

5. Timeframe:

Provide the expected time schedule for the scope of work, as well as for the entire project.

6. Experience:

Please describe the past work your firms and partnerships have completed for electric vehicle charging and special detail for Virginia experience.

Part III – Economic Impact and Leveraged Funding (20 points)

1. Economic Impact:

Briefly describe how the project will benefit the economics in the project area and provide benefit to the residents.

2. Community engagement process

Describe your process for identifying proposed site locations, including facilitating input from the public, local governments, and community-based organizations. Detail how the project team will gather input, requests, or recommendations from members of the community.

3. Leveraged Funding:

Briefly describe how this funding will be leveraged against other grant and/or private funding resources to expand the benefits of the project.

Part IV– Local Hiring (10 points)

If applicable, please briefly describe how the project will utilize local or J40 community workers and pay prevailing wages for areas of Virginia. Detail how workers from certain communities which may include women, people of color, veterans, formerly incarcerated, dislocated workers, indigenous people, low-wealth communities, environmental justice communities, energy communities or communities impacted by fossil plant closures will benefit from this project.

Other Documents Required Prior to Award and Final Contract Execution

1. Completed Commonwealth of [VA W-9](#)
2. Completed [Financial Capabilities](#) questionnaire
3. Completed appropriate [SF-424](#) form
4. Completed Audit Certification form and copy of two most recent audits
5. Verification of other sources of funding that will support the project