





















<b>Project Milestone</b>	<b>Approximate Date of Completion</b>	<b>Approximate Accumulated Time from Web Posting</b>
RFP Posted Online	Month XX, 2020	
Proposal Receipt Deadline	Month XX, 2020	12 Weeks
Proposal Review, Prioritization, and Selection	Month XX, 2020	16 Weeks
Selected Proposal Notification	Month XX, 2020	17 Weeks
Grant Agreements Fully Executed	Month XX, 2020	21 Weeks
Projects Complete and Fully Implemented	December 31, 2022	XX Weeks

### **Agreement Terms**

Applicants interested in applying for funding should consider the following items that will be part of the requirements addressed in the agreement:

- All projects selected for funding shall be completed no later than December 31, 2022. If an application indicates a project cannot be completed within this timeframe, it will not be considered for funding.
- Charging locations funded by this program must be in operation for a period of not less than five years. Sites may be upgraded by the grantee over this period, but the number of charging plugs and minimum charging capability shall not be reduced.
- Grantees will be required to submit biannual and final reports to IDEM, as well as progress reports upon request.
- The claim for reimbursement of costs and all required documentation is due to IDEM within one month after the completion of the project. IDEM will not reimburse the applicant until all requirements are met. No reimbursement will be made for any costs incurred in development of a project that is not successfully completed and placed in service. Failure to maintain the project and comply with all terms of the agreement will result in repayment of funds reimbursed. Under no

circumstances will reimbursement be made for costs incurred prior to the execution of the agreement.

- Grantees should expect to allow a minimum of 90 days for reimbursement processing.
- Grantees will procure all goods and services in accordance with state law and must make a good faith effort to encourage competition. All documents relating to procurement will be made available to IDEM upon request.
- All information submitted to IDEM over the course of the project, including all records supporting all expenditures of funds, is subject to inspection by interested parties and disclosure to the public, subject to any applicable confidentiality exceptions provided in applicable state or federal laws.

### **Project Reporting and Monitoring Requirements**

Grantees will be required to submit biannual reports to IDEM from the contract start date until the project is completed, along with a final report, and interim progress reports upon request. Additionally, all grantees will submit annual station utilization data to IDEM for no less than 5 years after project completion. At a minimum, the following information will be submitted for each charging station installed:

- Number of charging events
- Connect and disconnect times
- Start and end charge times
- Number of unique vehicles connected
- Total kWh dispensed per charging event
- Average kWh per charging event
- Peak power (kW) per event
- Peak power (kW) by time and date
- Peak power demand (kW) by month
- Average duration of charging events
- Percentage of station downtime

### **How to Apply**

Indiana will only accept electronic grant applications in response to this RFP. Electronic grant application narratives and any required supporting materials must be submitted in a single Microsoft Word or PDF document format, to [VWTrust@idem.in.gov](mailto:VWTrust@idem.in.gov). Electronic submissions will be considered timely upon receipt, not transmission. An e-mail response confirming receipt of electronic proposals will be provided on or before the closing date when possible. Hard-copy, facsimile, and late submissions will not be accepted.

Applicants may submit more than one application; however, each application must request funds for either DCFC or L2; not both. Each application may include more than one charging site location. If submitting more than one charging site location in an application (or multiple applications), the applicant must prioritize sequentially the charging site locations at the time of submission (unless the application is for a full, statewide charging network). Applications for DCFC projects may also include one L2 charger, if desired. **Complete applications are due by email before Month XX, 2020, 5:00 p.m.** Applications received after the deadline will be deemed ineligible and will not be reviewed. Incomplete applications may be disqualified from consideration. IDEM is not responsible for any errors or delays caused by technical difficulties resulting from the emailing of applications.

### **Content and Form of Application Submission**

The grant application must contain the following information, preferably in the sequential order shown:

1. Signed cover letter on the applicant's letterhead that briefly summarizes the applicant's proposal.
2. If the applicant is a privately-owned entity, the application must include a completed and signed copy of the Automated Direct Deposit Authorization Agreement and W-9 Form.
3. Narrative Work Plan. This document, a maximum of 15 pages in length, must conform to the following outline:
  - a. *Project Title.*
  - b. *Title of IDEM RFP from which funds are being requested.*
  - c. *Grantee Information:* Include applicant (organization) name, address, contact person, phone number, fax, and e-mail address.
  - d. *Funding Requested:* Specify the amount of monies being requested from the program.

- e. *Total Project Cost:* Specify total cost of the project, including program funding and applicant's financial cost-share. Identify funding from other sources where needed along with a clear demonstration that these funds are in-hand and obligated to this project.
- f. *Project Schedule:* Provide a detailed project schedule starting from the approximate award date (for planning purposes, Grantees should assume funds will be available by no later than 60 days after notification of award), including all key milestones that demonstrate progress, along with a projected completion date.
- g. *Project Description:* Explicit description of how the proposed project meets the program's goals and objectives along with the requirements detailed in Appendix A, to include:
  - i. A detailed project summary, description of specific actions to be undertaken, and the estimated timeline for each component.
  - ii. An explanation of how the project benefits air quality for citizens of Indiana, including an estimate (and how estimate is calculated) of the number of citizens positively affected.
  - iii. A plan for tracking and measuring the progress toward achieving the anticipated outcomes of the project.
  - iv. An explanation of how project success will be evaluated.
  - v. A detailed summary describing the physical location(s) where EV charging stations will be installed along with demonstration that current and anticipated EV utilization supports long-term viability at the location.
  - vi. A description of the roles of the applicant and partners, if any.
  - vii. Contact information for all key personnel.
  - viii. To the extent not covered above, information to address the evaluation criteria listed included in this document.

### **Evaluation of Applications**

Eligible projects will be evaluated on a competitive basis according to the scoring criteria listed in Table 4. While the scoring criteria provided in this section are the primary means of determining a selected project, IDEM may also consider other factors not included in these scoring criteria in making the final selection of projects. In addition to the

quantitative evaluation based on Table 4 below, additional qualitative considerations will be given to applications that include:

- Reasonable geographic distribution of projects across the state.
- Collaboration among a diverse set of stakeholders to advance a broader environmental vision or goal for the area.
- Evidence of regional support of a project.
- Evidence of a clear plan of action, milestones, and schedule for project completion.
- Evidence of commitment by owner to maintain DCFC and/or L2 charging station equipment
- Evidence of project implementation feasibility without significant obstacles to ensure continued use of the charging station.

Projects will be evaluated and scored based on the following criteria:

**Table 4: Scoring Criteria and Maximum Points Available**

Scoring Criteria	Maximum Points Available
Cost effectiveness of project (a ratio of total investment to projected utilization) <b>Or (both being considered at this time)</b> Cost effectiveness of project (a ratio of total investment to annual average daily traffic at project location)	25
Long-term Sustainability and Maintenance of Site (ability to continue efforts or expand the project after the mitigation project funding is utilized)	20
Compliments other programs for a statewide network or the application itself supports a statewide network (ability of proposal to meet goal for state wide network and fill in infrastructure gaps)	20

Verified leveraging of additional resources (financial only).	15
Project Readiness (is project “shovel-ready” and what is projected total project build timeline)	10
Quality of site marketing and amenities (amenities such as restrooms, food, and shopping; and marketing; and marketing of site location to consumers)	10
<b>TOTAL POINTS AVAILABLE</b>	<b>100</b>

### **Disqualification of Applications**

IDEM may reject outright and may not evaluate applications for any one of the following reasons:

- The applicant fails to deliver the application by the due date and time.
- The applicant acknowledges that a requirement of the application cannot be met.
- The applicant’s proposal materially changes a requirement of this guidance or the proposal is not compliant with the requirements of this guidance.
- The applicant’s proposal limits the rights of IDEM.
- The applicant fails to timely respond to IDEM’s request for information, documents, or references.
- The applicant fails to include an original signature.
- The applicant presents the information requested by this guidance in a format inconsistent with the instructions of the guidance or otherwise fails to comply with the requirements of the guidance.
- The applicant provides misleading or inaccurate responses.
- There is insufficient evidence (including evidence submitted by the applicant and evidence obtained by IDEM from other sources) to satisfy IDEM that the applicant is properly qualified to satisfy the requirements of the guidance or application.

- The proposed project(s) are not in compliance with applicable state and federal statutes and rules.

### **Application Questions**

Questions or requests for clarification about this program may be submitted in writing via email to [SSeals@idem.in.gov](mailto:SSeals@idem.in.gov). Verbal questions will not be addressed. If the question or request for clarification pertains to a specific section of this guidance document, please reference the section and page number. A list of written questions and answers will be available for review at <https://www.in.gov/idem/airquality/2712.htm>.

IDEM reserves the right to amend this guidance at any time by addendum. If the addendum is issued after the closing date for receipt of applications, IDEM may, in its sole discretion, allow applicants to amend their project applications in response to the addendum, if necessary.

### **IDEM Discretion**

IDEM may select part of an application for funding and/or may offer to fund less than the dollar amount requested in an application. IDEM reserves the right to reject any or all applications, in whole or in part, any time prior to the execution of a project funding agreement.

IDEM is not obligated to fund an application from an applicant that has demonstrated marginal or unsatisfactory performance on previous grants or contracts with IDEM or other state agencies.

IDEM reserves the right to verify information contained in the application. This may include utilizing publicly available information and other outside sources to evaluate the applicant's performance under other contracts.

### **IDEM Disclaimer**

IDEM accepts no obligation for costs incurred by the applicant in anticipation of being awarded a grant. IDEM creates no obligation expressed or implied by issuing this Request for Proposals or by receipt of any projects submitted. The award of any grant monies shall be at the sole discretion of IDEM. Neither this Request for Proposals nor any response resulting from this announcement is to be construed as a legal offer.



## Appendix A: DCFC and L2 Project Requirements

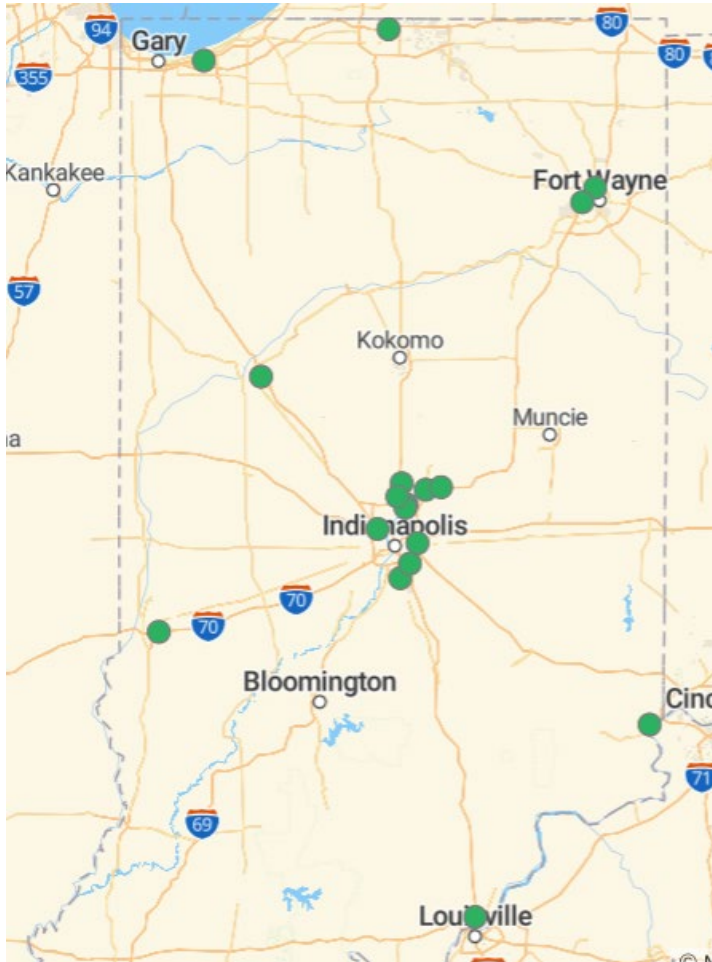
	<b>Direct-Current Fast Charge (DCFC) Sites</b>	<b>Level 2 (L2) Sites</b>
<b>Site Requirements</b>		
Located no more than 1 road mile from either interstate and highway corridors listed in this document	•	
Publicly visible, accessible, and available to drivers for charging (24 hours a day, 7 days a week)	•	•
Sites must provide a safe, well-lighted area for users	•	•
Paved parking spaces to allow the maximum capacity of EVs to be charged simultaneously	•	•
Appropriate signage on-site for drivers to locate charging station from the site entrance	•	•
Clear signage and pavement stenciling that states the location is for “Electric Vehicle Charging Only”	•	•
<b>Equipment Requirements</b>		
DCFC site rated at a minimum of 100kW. This can be accomplished by pairing two (2) 50kW stations in such a manner that one (1) vehicle can obtain a minimum of 100kW charging level, but the equipment will also charge two (2) vehicles separately at a minimum of 50kW.	•	
Each DCFC offers both CHAdeMo and SAE J1772 compatible connectors	•	
Each Level 2 charger offers a J1772 compatible connector		•

Charging equipment must be certified through the Nationally Recognized Testing Laboratory (NRTL) program to demonstrate compliance with appropriate product safety test standards	•	•
Charging enclosure must be constructed for use outdoors in accordance with UL50, Standard for Enclosures for Electrical Equipment, NEMA, Type 3R exterior enclosure or equivalent	•	•
A cord management system or method to eliminate potential for cable entanglement, user injury and connector damage from lying on the ground	•	•
<b>PAYMENTS, PRICING, &amp; DATA REQUIREMENTS</b>		
Universal payment system allowing multiple payment methods to be used by charging drivers	•	•
Real-time pricing information displayed on the device or payment screen	•	
Utilization of open standards including OCPP	•	•
Equipment is networked by Wi-Fi or cellular connection and network hardware and software is maintained with the capability for: remote diagnostics, remote start of the equipment, collecting and reporting usage data, processing payments, and tracking usage by the kilowatt hour.	•	•
Annual utilization data collection	•	•
<b>SPONSOR/VENDOR REQUIREMENTS</b>		
Make every effort to educate the general public of the existence of the new charging site including registering the site on a station locator	•	•
Customer service support is available by telephone 24 hours a day and 7 days a week and is clearly posted to	•	

assist customers with difficulties accessing or operating the equipment		
Customer service support is available by telephone from 6am to 6pm, Monday through Saturday and is clearly posted to assist customers with difficulties accessing or operating the equipment		•
Site development, project installation, and maintenance shall be in compliance with all applicable laws, ordinances, regulations and standards, including, but not limited to, the Americans with Disabilities Act (ADA).	•	•
Equipment has at least a 5-year warranty with the option of additional ongoing maintenance and support with an uptime guarantee on the equipment of 95% or greater for the full lifetime of the charging station	•	•
Should repair be necessary, chargers shall be fully operating within 72 hours of equipment issue/breakdown to ensure a 95% annual uptime guarantee.	•	

## Appendix B: Indiana DCFC and L2 Site Locations

### DCFC Site Location Map and List



Insert list here...

## Level 2 Site Location Map and List



Insert list here...