

**Plug-in Electric Vehicle Make-Ready Project Funding**

**Application Process – Application Form**

Thank you for your interest in applying for an electric vehicle custom project funding award to support the make-ready installation of Electric Vehicle Supply Equipment (EVSE). Rocky Mountain Power encourages innovation and supports customers and communities in installing electric vehicle charging infrastructure.

***Background***

Rocky Mountain Power provides opportunities to qualifying parties to receive financial support to advance the construction of qualifying new non-residential and multifamily EV charging infrastructure projects. For more information on our electric vehicle program and/or project funding, please visit [rockymountainpower.net/ev](https://www.rockymountainpower.net/ev).

***How to Apply for Funds***

**Step 1:** Complete the application form and supplemental document checklist. Applicants must complete all fields in the application form provided in order for their project to be considered for funding. This application and supplemental material provided at the time of application will serve as the primary means by which projects will be evaluated. Rocky Mountain Power and/or its designee may contact you for further information. Please provide current contact information.

**Step 2:** Submit your completed application form, supplemental document checklist and supplemental documents to [ev@rockymountainpower.net](mailto:ev@rockymountainpower.net)

Questions about the funding award, the application and the funding process should be submitted to [ev@rockymountainpower.net](mailto:ev@rockymountainpower.net).

***Application/Award Timeline***

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| July 1, 2022 | Rocky Mountain Power begins accepting applications. Applications will be reviewed and scored on a quarterly basis.  Applications are due March 31, June 30, September 30, December 31. |
|  | Limited funds are available for each year of the program |
|  | Applicants will be notified in writing of award decision; projects selected for funding will be asked to sign an agreement detailing the conditions and requirements of accepting Electric Vehicle Custom Projects funds. Funds will be disbursed upon completion of the project and once verification/inspection requirements are met. |

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

***Electric Vehicle Program***

**Make-Ready Project Application  
Email completed application to** [**EV@rockymountainpower.net**](mailto:EV@rockymountainpower.net)

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| **participant information** | | | | |
| |  | | --- | | *(Check will be issued to the participant business name and address listed below unless the incentive assignment section below has been filled out)*  Participant is (check all that apply)  Customer  Facility owner  Tenant/Electricity user | | | | | |
| Participant business name (As shown on income tax return): | | | | |
| Rocky Mountain Power account number (as listed on your bill, example 12345678-001 0): | | | | |
| Mailing address: | | City: | State: | Zip: |
| Contact name: | | Contact title: | | |
| Contact telephone number:  ( ) | Cell number:  ( ) | Contact email address: | | |

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| **PROJECT SITE INFORMATION** | | | | | | | | | | | | |
| Installation address (if different from mailing address): | | | | | City: | State: | | | | Zip: | | |
|  | | | |
| |  |  | | --- | --- | | **Taxpayer Identification:** Complete and attach [IRS Form W-9](http://www.irs.gov/pub/irs-pdf/fw9.pdf) |  | | | | | | | | | | | | | |
| **Incentive assignment** (Complete only if incentive is to be assigned to someone other than participant above) | | | | | | | | | | | | |
| Check should be made out to: | | | | | | | | | | | | |
| Mailing address: | | | | City: Salt Lake City | | | State: | | | | Zip: | |
| Contact name: | | | | Contact telephone: | | | | | | | | |
| **APPLICATION ACKNOWLEDGEMENT** | | | | | | | | | | | | |
| By my signature below, I certify that all information provided for participation will be accurate including but not limited to supplemental material and claims of participant and equipment information. I confirm I have read, understand and agree with the terms and conditions and agree to be bound by them.  **Certification of Taxpayer Identification:** Under penalties of perjury, I certify that: 1) The taxpayer identification number is correct, and 2) I am not subject to backup withholding due to failure to report interest and dividend income and 3) I am a U.S. citizen, resident alien or other U.S. person. The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding. | | | | | | | | | | | | |
|  | Signatory name & title (please print) |  | Participant signature | | | | |  | Date | | |  |

**Electric Vehicle Charging Equipment Project Checklist**

**Applicants must include the following required application documents for their project to be considered for funding.** Please submit this completed checklist along with your application. If any required documents are not included, please identify the reason why (below).

**Required Application Documents**

* **Complete application – this application is eleven pages.**
* **W-9** A signed W-9 is required for the recipient of the incentive and the site host.
* **Project Development Timeline.** A Gantt chart or schedule that includes duration of each development stage and dates of major milestones (e.g., equipment procurement, equipment delivery on site, construction begins, construction ends, commissioning, etc.)
* **Letters of support.** A support letter is required from the project owner, if different from the person compiling the application. If requesting organization is a school, a support letter is required from the district superintendent or college/university president. Other support letters from key community members may also be provided.
* **Site Evaluation**. Include any structural or documentation of discussions with Rocky Mountain Power. Please demonstrate if the site has sufficient load to support the charging equipment and system upgrades necessary to support the proposed project.
* **Design Drawings.** One-line electrical diagram and site plan showing the location of the project components on the property.
* **Equipment specifications.** Include warranty and EVSE manufacturer along with the type of charging equipment to be installed.
* **Site Photos.** Photos of proposed project site and/or locations with captions. Include pictures of transformer nameplate and meter panel if applicable. (.jpg/.jpeg format preferred)
* **Site Control Agreement.** Land ownership documentation or long-term lease agreement.
* **Funding Sources.** Documentation (i.e., award letters, confirmation emails, other communication) confirming secured or granted funding sources and amounts
* **Contractor Bids.** Proposals, bids and/or contracts to support budget estimates

**Project Narrative**

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| **PROJECT FEASIBILITY** |
| 1. **Provide a brief summary of the proposed Electric Vehicle Supply Equipment project.**   *Include why the particular equipment was chosen and why the specific location is suitable for the proposed project.* |
| Click here to enter text. |
| 1. **Does the proposed Electric Vehicle Supply equipment meet the open source and interoperability requirement of the program?**   *Please list the make and model number of the equipment being used.* |
| Click here to enter text. |
| 1. **Describe the overall structure of the project team and the primary roles of each team member.**   *List and describe each project team members' relevant experience and credentials demonstrating their ability to satisfy their role. If certain key contractors have not yet been selected, describe your contractor selection process.* |
| Click here to enter text. |
| 1. **Describe the current status of the project, planning and design work that has been completed to date, and the plan for bringing the project to completion.**   *Identify potential challenges and risks to completing the project on time and your strategy for mitigating each of those risks.* |
| Click here to enter text. |

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| 1. **Please identify the status of all necessary permits or other approvals required for the project:**   *Have you requested a load assessment from Rocky Mountain Power to verify capacity or improvements required?* |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Permit/Agreement Description | Not required | Required, application not yet submitted | Application submitted | Permit/ approval received | Unsure if required | | Air/land use |  |  |  |  |  | | Electrical |  |  |  |  |  | | RMP load assessment |  |  |  |  |  | | Structural |  |  |  |  |  | | Zoning |  |  |  |  |  | | Environmental impact |  |  |  |  |  | | Cultural/historic impact |  |  |  |  |  | | City council/ board approvals |  |  |  |  |  | | Other: |  |  |  |  |  |   Please explain, if necessary: |
| 1. **What operations and maintenance (O&M) activities are required over the project life? Describe the long-term O&M plan, including sources of funding to implement the plan.**   *List any warranties on equipment and labor, agreements with O&M service providers and/or insurance that will be secured.* |
| Click here to enter text. |
| **COMMUNITY IMPACT** |
| 1. **Provide a brief history of the proposed project, the goals of this project, and how it ties into the overall mission of your organization.** |
| Click here to enter text. |
| 1. **What are the economic, environmental and social benefits of the proposed project? Is the project expected to increase EV adoption or reduce transportation sector emissions?**   *Consider the project owner, project site and community sustainability or electric transportation plans for the area.* |
| Click here to enter text. |

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| 1. **Will the chargers be available to the public? What is the proposed fee structure to use the EV chargers? Will Rocky Mountain Power have access to the EVSE charging data?**   *Be specific about recognition opportunities upon project completion and on an ongoing basis. Provide information of the proposed fee structure. Are there plans to collect EVSE charging data?* |
| Click here to enter text. |
| 1. **Describe any community meetings or other outreach completed or planned to inform the public of the proposed project.**   *Summarize any community feedback received to date and how potential negative impacts will be mitigated.* |
| Click here to enter text. |
| 1. **How will the project recognize Rocky Mountain Power for its contribution to the EVSE equipment installation?** |
| Click here to enter text. |
| **PROJECT COSTS AND FINANCING** |
| 1. **Describe the financial structure of the project.**   *Include who will pay for and own the project, who will receive the financial benefits, and who will pay for maintenance and repairs?* |
| Click here to enter text. |
| 1. **Describe efforts to ensure that the proposed budget represents the maximum value for the cost of the project.**   *Explain any significant price deviations from industry norms and whether you received multiple bids from competitive contractors.* |
| Click here to enter text. |
| 1. **Identify potential challenges and risks to completing the project within budget and your strategy for mitigating those risks.** |
| Click here to enter text. |

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| 1. **Describe the efforts undertaken to explore alternate sources of funding for this project.**   *Include whether the project owner and/or host is contributing funds and the owner’s ability to fully monetize other funding sources.* |
| Click here to enter text. |
| 1. **Are funds from Rocky Mountain Power’s electric vehicle program imperative to make the project successful?** |
| Click here to enter text. |
| 17. **Describe the organization’s current financial status.** |
| Click here to enter text. |

**Project Costs and Financing  
*The following costs are NOT eligible for reimbursement:***

* Equipment costs – the charger itself/hardware and software, networking costs, and prepaid maintenance costs and/or warranty costs
* Engineering/design costs incurred to date (e.g., site evaluations, project estimates/bid, and project development costs)
* Donated or in-kind labor or materials
* Interconnection studies
* Administrative costs

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| **Project BUDGET** | | |
| *Please provide an itemized budget for eligible costs including the categories listed below****. If necessary, please include a spreadsheet with detailed line-item descriptions and costs.*** | | |
| ***Electric Vehicle Charging Equipment Project Component*** | ***Cost*** | ***Line-Item Description*** |
| **Eligible Project Costs** | | |
| Engineering and design costs (*not yet incurred)* |  |  |
| Labor installation costs |  |  |
| Permitting fees, if applicable (*please itemize)* |  |  |
| Other EVSE components (materials related directly to the EV Charger are not eligible) |  |  |
| **Infrastructure Costs** |  |  |
| Electrical System Upgrades |  |  |
| Site upgrades (materials and physical changes necessary to accommodate the EV chargers) |  |  |
| Other components (please itemize) |  |  |
| **TOTAL ELIGIBLE PROJECT COSTS** |  |  |
| **Amount of Electric Vehicle Customer Project funding requested.** |  |  |
| **Funding request as % of Total Eligible Project Costs**  **Note: Higher cost share increases chance of receiving a project grant.** |  |  |
| **Additional Project Costs** | | |
| **Marketing and outreach costs** |  |  |
| **Equipment** | **Quantity** | **Brand** |
| DC Fast Charger |  |  |
| AC Level 2 Charger |  |  |

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| **Sources of Funding** | | | | |
| List and describe all funding sources and income streams of the project, as well as the nature of the contribution – grant, donation, incentive, cash or in-kind.  Please identify the dollars and percent of total project cost this represents.  Please provide documentation confirming secured funding sources. | Source of Funding and Type of Contribution | Amount | % of Total Project Cost | Secured or Pending |
| Rocky Mountain Power Funding (cash reimbursement) | $ |  | Pending |
|  | $ |  |  |
|  | $ |  |  |
|  | $ |  |  |
|  | $ |  |  |
|  | $ |  |  |
| **Totals** | $ | 100% |  |
| **Describe the status and timeline for any ‘pending’ funding sources** | | | | |
| Click here to enter text. | | | | |

**Certification**

*I certify that in preparation for submitting this application I have reviewed the applicant as well as the terms and conditions, understand that should this project be awarded funding, my organization will be able to meet the award recipient requirements as described on the Rocky Mountain Power website, and attest that the information provided above responding to this application is both accurate and current. I also understand that submitting an application in no way obligates Rocky Mountain Power to provide funding and that funds are distributed at the sole discretion of Rocky Mountain Power.*

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| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Printed Name: |  |  |  |
| Title: |  |  |  |
| Company: |  |  |  |
| Contact Phone #: |  |  |  |
| Email Address: |  |  |  |

If this request is being submitted by multiple parties or a party other than the host, please indicate below by providing the party's name, title and contact information. The project host/owner must approve the submittal on their behalf through signature demonstrating that the all parties linked to installation have reviewed the application and support the project, along with supporting documentation - please see below for a comprehensive list of required attachments.

Approving party (project host/owner) – if other than project applicant

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| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Printed Name: |  |  |  |
| Title: |  |  |  |
| Company: |  |  |  |
| Contact Phone #: |  |  |  |
| Email Address: |  |  |  |

**Plug-in Electric Vehicle Make Ready Incentives Terms and Conditions**

**Incentive availability**: Incentives are available on a first-come, first-served basis according to the received date on the application. Please reference the program website at rockymountainpower.net/ev to determine the current status of incentive availability. Incentives will only be paid for qualified chargers as listed at: rockymountainpower.net/ev. Applications must include all information requested. Failure to provide this information may result in delays. If required information is not provided within 30 days of application submittal, the Incentive Application will be denied. Incentives will not exceed purchase price or “up to” maximum as outlined in the program tariff and program website. Additional terms and conditions may apply. Incentives are subject to tariff approval and may change. Please visit rockymountainpower.net/ev for current program requirements.

The final incentive will be based on actual equipment installed and approved actual project costs incurred by the participant for implemented approved electric vehicle charging equipment installed. Participant agrees to provide any reasonable documentation to allow Rocky Mountain Power to determine actual costs incurred. To the extent that Rocky Mountain Power determines (at its sole discretion) that any of the approved equipment have not been installed and put into service in a satisfactory manner, participant shall receive a reduced incentive, if any, based on the inspection and verification of installed electric vehicle charging equipment.

Accepting the incentive payment obligates the participant to maintain functioning chargers for a minimum of five years, starting from the date of the incentive payment. Inoperable chargers must be restored to full functionality within sixty (60) days of notification from Rocky Mountain Power, unless the participant demonstrates it is working in good faith to restore full functionality during such sixty (60) day period. Chargers that are inoperable beyond sixty (60) days will be subject to reimbursement of any previously paid incentive, prorated to reflect the period of inoperability through the remainder of the five (5) year term. Any reimbursement payment shall be paid by the participant within thirty (30) days of the date of invoice from Rocky Mountain Power. Additional terms and conditions may apply. Rocky Mountain Power strongly encourages participants to arrange for maintenance of chargers, and to ensure they are protected in the event any third-party contractor engaged by participant to perform such maintenance fails to perform as expected.

**Qualifying customers:** Non-residential or multifamily electric customers residing in the state of Utah who purchase their electricity from Rocky Mountain Power on qualifying rate schedules. In the event that Rocky Mountain Power does not pay the incentive as a result of the participant’s failure to comply with the terms and conditions, the assignee’s sole recourse shall be against participant.

Customer responsibilities: Customer agrees to indemnify and release Rocky Mountain Power, their affiliates, officers and employees from all claims, demands, losses, damages, costs, expenses and liability (legal, contractual or otherwise), which arise from or are in any way connected with any: (1) injury to or death of persons, (2) injury to property of Customer, (3) violation of any applicable laws, statutes or ordinances, or (4) any act omission or negligence of the trade ally.

Customer will allow, if requested, a representative from Rocky Mountain Power, or any authorized third party reasonable access to Customer’s property for energy analysis and/or inspections, including but not limited to: (a) post-installation equipment inspection to check implemented measures and to verify compliance with the program requirements; (b) inspection for any other reason; and (c) conduct surveys for research purpose.

Customer shall comply with all applicable laws at all times. It is Customer’s responsibility to obtain all licenses, permits or other approvals required for installation of Electric Vehicle Supply Equipment (EVSE) under the program. EV charger must be new equipment, Underwriters Laboratories (UL) or equivalent certified by a National Recognized Testing Laboratory.

Customer is solely responsible for the economic and technical feasibility, operational capability and reliability of Customer’s installations, products and solutions. Rocky Mountain Power make no representation or warranty and assume no liability with respect to services of any trade ally, quality, safety, performance or other aspect of any design, system installed pursuant to the program or this Incentive Application and expressly disclaim any such representation, warranty or liability. Under no circumstances shall Rocky Mountain Power be liable for any monetary damages related to the program including any action or inaction of trade allies performing work under the program.

Jury waiver: To the fullest extent permitted by law, each of the parties hereto waives any right it may have to a trial by jury in respect of litigation directly or indirectly arising out of, under or in connection with this agreement. Each party further waives any right to consolidate any action in which a jury trial has been waived with any other action in which a jury trial cannot be or has not been waived.

**SITE HOST RELEASE ROCKY MOUNTAIN POWER**

I have enrolled in the Rocky Mountain Power (“RMP”) [Plug-in Electric Vehicle Incentive Program (the “Program”) pursuant to which, I am provided an incentive for program participation I understand that, as a condition to my participation in the Program, I am required to authorize Electric Vehicle Supply Equipment (“EVSE”) manufacturers , such as Bosch, ChargePoint, ClipperCreek, Siemens, etc., to release usage information (the “Usage Information”) generated by my charging station. I also understand and agree that EVSE’s are not responsible for, nor has any authority with respect to, ROCKY MOUNTAIN POWER’s privacy practices or how ROCKY MOUNTAIN POWER may use any information about the charging station usage. In consideration for being allowed to participate in the Program, I hereby authorize EVSE’s to release the Usage Information and to assist ROCKY MOUNTAIN POWER with performing the energy management tasks, and hereby forever release and disclaim, on behalf of myself, my heirs and assigns, EVSE’s from any and all claims I may have against it, its employees, officers and directors, arising out of or in connection with such release or the performance of such tasks. By agreeing to participate in the program and receive a financial incentive I also agree to participate in future demand response programs for the equipment which I received an incentive for.