

## **INSTRUCTIONS**

Welcome to the National Electric Vehicle Infrastructure (NEVI) Formula Program Online Application.

This application consists of 13 sections: Organization and Contact Information, Project Information, Task 1, Task 2, Task 3, Task 4, Task 5, Task 6, Task 7, Task 8, Additional Considerations, Attachments, and Assurances.

Please answer all required questions (depicted by an \*) as well as all other questions as applicable. **Incomplete applications will be automatically rejected.**

This application is directly correlated with the request for proposals, which can be referenced here.

Applications for Round 1 are due by **TBD**.

**DO NOT CLOSE YOUR APPLICATION PRIOR TO SUBMITTING OR ELSE ALL PROGRESS WILL BE LOST.**

### **ORGANIZATION AND CONTACT INFORMATION**

The following questions relate to specifics about the applicant and partners' organization and contact information.

#### **Applicant Organization**

Organization Name

Headquarters Address

City

State

ZIP

Federal ID # (TIN/EIN)

State of Michigan SIGMA Vendor Self Service ID # (Begins With "CV" or "VS") To register, click [HERE](#)

Organization Type

Number of Employees

#### **Applicant Contact**

Contact Name

Contact Title

Email Address

Phone Number

Authorized Signer Name

Authorized Signer Title

#### **Contractor Organization**

Organization Name

Headquarters Address

City  
State  
ZIP  
Number of Employees  
Distance of Headquarters/Closest Satellite Office from Proposed Charging Station

**Contractor Contact**

Contact Name  
Contact Title  
Email Address  
Phone Number

**Other Partner Organizations**

Site Host  
Utility  
Other

**PROJECT INFORMATION**

The following questions relate to specifics about the project location, proposed software and hardware, presence of existing direct current fast chargers (DCFC), timeline, and costs.

**Location**

Address  
City  
State  
ZIP  
Latitude  
Longitude  
Closest Node (To see a list of node locations, click [HERE](#))

Does this site location qualify as any of the following?

- [Air Quality Non-Attainment Area](#)
- [Environmental Justice Area](#)
- Rural Area (as defined by the US Census Bureau as encompassing less than 2,000 housing units or less than 5,000 people)
- None

**Hardware and Software**

Charger Make and Model  
Is the Charger Manufactured in Michigan? (Y or N)  
Number of Chargers  
Number of Ports per Charger  
Simultaneous Charging Ability? (Y or N)  
Power Output per Port (kW)  
Charger Connector Type(s)

## Charging Network

Does the proposed charger meet all requirements of this request for proposals? (Y or N)

## Existing Infrastructure

Are there existing DC fast chargers on-site? (Y or N)

Project Information for Existing DCFCs (only appears if "yes" is answered)

Charger Make and Model

Is the Charger Manufactured in Michigan? (Y or N)

Number of Chargers

Number of Ports per Charger

Simultaneous Charging Ability? (Y or N)

Power Output per Port (kW)

Charger Connector Type(s)

Charging Network

Were these chargers funded in part by Charge Up Michigan?

What is the plan for the existing chargers if awarded NEVI Formula funds?

## Project Timeline

Acquire Equipment (MM/YY)

Complete Permitting and Design (MM/YY)

Complete Construction/Installation (MM/YY)

Power Service Available (MM/YY)

Chargers Commissioned (MM/YY)

Start Operation and Maintenance Phase (MM/YY)

**Project Cost** (Note: These numbers should match what is reflected in the Approved Budget Form)

Requested State Funds (\$)

Applicant Match (\$)

Utility's Share of Applicant Match (\$)

Total Eligible Cost (\$)

## Other Match

Apart from the applicant's internal funds and the utility funds, will other funding sources be used to support this project? (Y or N)

If yes, please indicate the funding source(s) and amount(s).

## TASKS

The following questions relate to Task 1, Installation, Operation, and Maintenance by Qualified Technicians of Electric Vehicle Charging Infrastructure, under Part III-D in the RFP.

### Describe

1. Explain how price for charging will be set and what will be done to make the information regarding price setting transparent and publicly available.
2. Describe all physical and cybersecurity safety/security strategies that are incorporated into the project.
3. Describe what measures will be taken to ensure that the charging infrastructure will be operated and maintained in compliance with the provisions of this program for at least five years.
4. Describe what user amenities are available on-site and nearby and the hours of operation of those amenities
5. Describe what mechanisms are available to customers to report outages, malfunctions, and other issues with charging infrastructure with consideration for multilingual and disability accommodations.

### Yes/No

1. The proposed site location is no more than one mile driving distance from nearest designated Alternative Fuel Corridor offramp
  - a. Exception (only appears if “no” is answered) (attachment)  
If no, this proposal will automatically be rejected. However, if this distance requirement is not met for reasons related to grid capacity, geography, equity, or extraordinary cost, please fill out and attach the [Exception Template](#) below. Exceptions will be reviewed and granted by U.S. Federal Highway Administration under very limited circumstances on an annual basis during Michigan’s State Plan certification. EGLE will notify applicants of exception status and inform next steps as necessary.
2. There are a minimum of four 150 kilowatts (kW) charging ports capable of simultaneously and continuously charging four EVs with the charging station power capability no less than 600 kW.
3. There are a minimum of four CCS connectors.
4. The charging station will be available for use by the public 24 hours a day, seven days a week, and on a year-round basis.
5. The charging station is located with consideration given to flood and other weather-related risks, as well as drainage and the ability for prompt snow removal and shall not interfere with emergency services.
6. Payment options must:
  - a. Provide secure payment methods, accessible to persons with disabilities, which at a minimum shall include a contactless payment method that accepts major debit and credit cards, and either an automated toll-free phone number or a short message/messaging system (SMS) that provides the charging customer with the option to

- initiate a charging session and submit payment; and access and service must not be restricted by membership or payment method type
  - b. Not require membership for use
  - c. Not delay, limit, or curtail power flow to vehicles on the basis of payment method or membership
  - d. Provide access for users that are limited English proficient and accessibility for people with disabilities; automated toll-free phone numbers and SMS payment options must clearly identify payment access for these populations
7. Chargers are certified from an Occupational Safety and Health Administration Nationally Recognized Testing Laboratory.
  8. All electricians installing, maintaining, and operating chargers are either [Electric Vehicle Infrastructure Training Program](#) (EVITP) certified OR graduated from a Registered Apprenticeship Program for electricians that includes charger-specific training and is developed as part of a national guideline standard.
  9. All other onsite, non-electrical workers directly installing, operating, and maintaining chargers must have graduated from a registered apprenticeship program or have appropriate licenses, certifications, and training as required by the State.
  10. Any agency or person installing, maintaining, and operating chargers are registered through the Michigan Department of Agriculture and Rural Development's [Serviceperson/Service Agency Registration](#).
  11. All program income or revenue earned from the operation of the charging station will be limited to debt service, reasonable return on investment, operation and maintenance, payments under a public-private partnership agreement, or any other purpose for which Federal funds may be obligated under Title 23.

**The following questions relate to Task 2, Interoperability of Electric Vehicle Charging Infrastructure, under Part III-D in the RFP.**

**Yes/No**

1. Chargers conform to ISO 15118-3 and have hardware capable of implementing both ISO 15118-2 and ISO 15118-20.
2. By February 28, 2024, charger software will conform to ISO 15118-2 and will be capable of Plug and Charge.
3. Chargers conform to Open Charge Point Protocol (OCPP) 1.6J or higher. By February 28, 2024, chargers will conform to OCPP 2.0.1.
4. By February 28, 2024, charging networks will be capable of communicating with other charging networks in accordance with Open Charge Point Interface (OCPI) 2.2.1.
5. Chargers are designed to securely switch charging network providers without

any changes to hardware.

**The following questions relate to Task 3, Traffic Control Devices or On-Premises Signs Acquired, Installed or Operated, under Part III-D in the RFP.**

**Yes/No**

1. All traffic control devices comply with [Part 655](#) of the [Manual on Uniform Traffic Control Devices for Streets and Highways](#).
2. On-property or on-premise advertising signs must comply with [Part 750](#) of the [Manual on Uniform Traffic Control Devices for Streets and Highways](#).

**The following questions relate to Task 4, Data Collection and Submittal, under Part III-D in the RFP.**

**Describe**

1. Describe what will be done to acquire and provide the necessary data to ensure accuracy, consistency, and timeliness of reporting obligations.

**Yes/No**

1. The applicant's selected electric vehicle network provider agrees to provide EGLE and EGLE's third-party data curator free access to de-identified data for all EGLE funded charging stations (see **TBD** list of network providers who have agreed to these terms; request ability to get added to the list).

**The following questions relate to Task 5, Charging Network Connectivity of Electric Vehicle Charging Infrastructure, under Part III-D in the RFP.**

**Yes/No**

1. Chargers use Open Charge Point Protocol (OCPP) to work in tandem with ISO 15118 to enable smart charge management and Plug and Charge communications protocols.
2. Chargers communicate with a charging network via a secure communication method.
3. Chargers have the ability to receive and implement secure, remote software updates and conduct real-time protocol translation, encryption and decryption, authentication, and authorization in their communication with charging networks.
4. Charging networks perform and chargers support remote charger monitoring, diagnostics, control, and smart charge management.
5. Chargers and charging networks securely measure, communicate, store, and report energy and power dispensed, real-time charging-port status, real-time price to the customer, and historical charging-port uptime.
6. A charging network must be capable of communicating with other charging networks to enable an EV driver to use a single method of identification to charge at charging stations that are a part of multiple charging networks.

7. Charging networks are capable of secure communication with electric utilities, other energy providers, or local energy management systems.
8. Chargers must remain functional if communication with the charging network is temporarily disrupted, such that they initiate and complete charging sessions, providing the minimum required power level.

**The following questions relate to Task 6, Information on Publicly Available Electric Vehicle Charging Infrastructure Locations, Pricing, Real-Time Availability, and Accessibility Through Mapping Applications, under Part III-D in the RFP.**

**Describe**

1. Describe how a minimum annual uptime of greater than 97 percent will be maintained for all the chargers.

**Yes/No**

1. Charger pricing includes:
  - a. Use and display of price of electrical charge in \$/kWh
  - b. Price of charging displayed on the chargers and communicated via the charging network must be the real-time price (i.e., price at that moment in time); the price at the start of the session cannot change during the session
  - c. Price structure including any other fees in addition to the price for electricity to charge must be clearly explained via an application or a website, with instructions for finding the information posted in an accessible manner at the charging station

**The following questions relate to Task 7, Other Federal Requirements, under Part III-D in the RFP.**

**Yes/No**

1. The proposed project complies with [Chapter 1 of Title 23, United States Code](#).
2. The proposed project complies with [2 CFR Part 200](#).
3. The proposed project complies with [Buy America](#).
4. The proposed project complies with [Build America, Buy America](#) (subject to the most current [Temporary Waiver](#)).
5. The proposed project complies with [Davis-Bacon and Related Acts](#).
6. The proposed project complies with the American with Disabilities Act of 1990 (ADA), with specific adherence to the accessibility standards [49 CFR Part 37](#), [28 CFR Part 35](#), and [28 CFR Part 36](#).
7. The proposed project has at least one parking space that is ADA compliant based on the U.S. Access Board's [Design Recommendations for Accessible Electric Vehicle Charging Stations](#).
8. The proposed project complies with Title VI of the Civil Rights Act of 1964, and implementing regulations.

9. The proposed project complies with Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), and implementing regulations.
10. The applicant agrees to further project review by the Michigan Department of Transportation to ensure compliance with the National Environmental Policy Act of 1969 (NEPA), the Council on Environmental Quality's NEPA implementing regulations, and applicable agency NEPA procedures.
  - a. NEPA Review (only appears if "Yes" is selected)
    - i. Will the entire project occur within an existing parking lot, paved area, or maintained (periodically mowed) lawn?
    - ii. Are any project partners, including the site host, aware of any site contamination/remediation or cleanup activity associated with hazardous materials?
    - iii. Are there any permits or other approvals that are required to complete this project? If yes, provide the current status of each permit and anticipated timeline to obtain approval. Example permit types could include the air/land user, electrical, structural, zoning, local agency, environmental, etc.

**The following questions relate to Task 8, Other State Requirements, under Part III-D in the RFP.**

**Yes/No**

1. The applicant has written support from the electric utility provider that demonstrates the utility's intent to provide interconnection services and the amount, if any, that the utility can contribute to the project.
2. The applicant has a State of Michigan [SIGMA Vendor Self Service Account](#).
3. The applicant agrees to adhere to the relevant regulations and permitting processes of the local municipality that has jurisdiction over the site.
4. Applicant is responsible for adhering to the relevant regulations of the State of Michigan, such as, but not limited to, the [Weights and Measures Act](#).
5. The applicant agrees to make the site available upon request to State staff or State contractors for the purposes of inspection, testing, and audits.

**ADDITIONAL CONSIDERATIONS**

**The following questions relate to additional selection criteria described under Part II in the RFP.**

**Sustainability**

Describe any sustainability practices that are being utilized for this project. Examples may include, but are not limited to, use of renewable energy, energy storage, energy efficient products, recycled materials, brownfield remediation etc.

**Future Proof**

Describe what features, if any, may be included to future proof the site. This may include, but are not limited to, higher powered chargers, modular chargers, additional site prep for future expansion, additional chargers where need is demonstrated, charger



connector versatility, additional accessible parking spaces, availability of pull-through spaces, etc.

## **ATTACHMENTS**

**The following questions relate to the information required from applicants described under Part IV in the RFP.**

**Approved Budget Form (attachment)** *To download, copy [THIS LINK](#) and paste it into a new tab in your browser*

Please attach the completed Approved Budget Form for this proposal. Additional instructions and information can be found under Part IV-B of the RFP. **If the Approved Budget Form is not completed in accordance with the instructions in the RFP, this application will automatically be rejected.**

### **Project Quote (attachment)**

Please attach a quote of the total project cost that lists out the following expenses per line item: design and permitting, construction and installation, utility infrastructure, charger hardware, charger software, operation and maintenance, and other. **If a quote with the desired items is not included, this application will automatically be rejected.**

### **Proof of Utility Support (attachment)**

Please upload proof of utility support such as a rebate acceptance letter or a letter stating the utility's intent to provide interconnection services. The letter should also indicate the amount, if any, the utility will contribute to the project. **If such a letter is not included, this application will automatically be rejected.**

### **Equipment Specification Sheet (attachment)**

Please attach an equipment specification sheet that provides details of the following: power capacity per port, connector type, payment capabilities, interface, communication protocol. **If these items are not included, this application will automatically be rejected.**

### **Material Certification (attachment)**

Please attach the material certification for the chargers that demonstrates Buy America and Build America, Buy America compliance (subject to the most current published waiver). **If material certifications are not included, this application will automatically be rejected.**

### **Site Plan (attachment)**

Please attach a site plan of the charging stations that includes the following: an accessible charging station layout, an accessible route, physical safety and security strategies, pull-through spaces [if applicable], and any other relevant design components. **If a site plan with the desired items is not included, this application will automatically be rejected.**

### **Electrician Certification (attachment)**

Please attach the lead electrician's EVITP certificate OR certificate from a registered apprenticeship program for electricians that includes charger-specific training and is developed as part of a national guideline standard. **If an acceptable electrician certificate is not included, this application will automatically be rejected.**

### **Resumes (attachment)**

Please attach the resumes of the applicant's selected workforce that demonstrate any qualifications and experience related to installing, maintaining, and/or operating charging stations (the resume of the project lead for each organization within the selected workforce is sufficient). **If resumes are not included, this application will automatically be rejected.**

### **Business Opportunity Certification (attachment) [if applicable]**

Please attach any other local business opportunity certification of the applicant or the applicant's selected workforce if applicable (e.g., minority-owned businesses, Veteran-owned businesses, woman-owned businesses, and/or businesses owned by economically disadvantaged individuals as defined by federal or state government).

### **Site Host Agreement (attachment) [if applicable]**

If the applicant is not the property owner of the charging station site, please attach the agreement between the applicant and the property owner (i.e., site host) that describes the arrangement between the parties to deploy and sustain the project. **If a site host agreement is determined applicable and is not included, this application will automatically be rejected.**

### **A-133 (attachment) [if applicable]**

Please attach the most recent copy of the A-133 or outside audit (IF an A-133 or outside audit has been completed) OR the most recent financial statements (balance sheet and income statement) if the applicant has received \$750,000 or more in federal awards during their current fiscal year.

### **Other Supporting Documents (attachment)**

Please attach any additional supporting documentation related to the project if needed.

## **ASSURANCES**

**The following questions relate to the award process and application authenticity.**

### **Assurances**

- Applicant certifies they are authorized to negotiate and bind the applicant to the provisions listed in this application.
- Applicant agrees that all work will be performed following all applicable Federal and State rules and regulations, as well as local ordinances.
- Applicant understands that this application is not a guarantee of funding. Awards

will be made according to the selection process and criteria set forth in Part II of the RFP.

- Applicant acknowledges that they are registered or will register as a vendor with the State of Michigan on [SIGMA Vendor Self Service](#).
- Applicant understands that they will be notified of the funding decision by email. Funds will be dispersed only on a reimbursement basis. Should Applicant be funded, they agree to submit a payment request within 30 days following the date when the charging station is commissioned that includes proper backup documentation (i.e., invoices and proof of payments).
- Applicant understands that if awarded, they agree to submit annual and quarterly reports with the data depicted in Part III-D of the RFP for five years following the date when the charging station is commissioned.
- Applicant understands that if awarded, they will be required to enter into a grant agreement with the Michigan Department of Environment, Great Lakes, and Energy.
- Applicant understands that the Michigan Department of Environment, Great Lakes, and Energy reserves the right to award a different amount than the requested amount.
- By submitting this application, I certify (1) to the statements contained in this list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I will also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.