



MICHIGAN DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY

## **Clean Fuel & Charging Infrastructure Program**

### **REQUEST FOR PROPOSALS**

Issue Date: January 30, 2025

**Response Due: Proposals will be accepted on a rolling basis  
until all funds are allocated.**

**Michigan Department of Environment, Great Lakes, and Energy  
525 West Allegan Street  
Lansing, Michigan 48933**

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# Table of Contents

PART I GENERAL INFORMATION .....	2
I-A Purpose.....	2
I-B Program Description .....	2
I-C Grant Award .....	3
I-D Eligibility Criteria.....	4
I-E Ineligible Projects .....	4
I-F Issuing Office and Point of Contact .....	5
GuggemosN1@michigan.gov .....	5
I-G Changes to the RFP and Responses to Questions .....	5
I-H Proposals.....	5
I-I Response Date.....	5
PART II INFORMATION REQUIRED FROM APPLICANTS. ....	5
II-A Online Application .....	6
II-B Approved Budget Form .....	6
PART III SELECTION CRITERIA.....	8
III-A Scoring of Proposals.....	8
III-B Project Clarifications/Revisions.....	9
III-C Rejection of Proposals.....	9
III-D Acceptance of Proposal Content .....	9
PART IV ADDITIONAL INFORMATION.....	9
IV-A Acceptable Match Types.....	9
IV-B SIGMA Vendor Registration .....	9
IV-C News Releases.....	10
IV-D Disclosure of Proposal Contents.....	10
IV-E Copyrighted Materials.....	10
IV-F Prime Applicant Responsibilities.....	10
IV-G Partner Responsibilities.....	10
IV-H State Historic Preservation Office (SHPO), Section 106 Review Form.....	10

# Clean Fuel & Charging Infrastructure Program Request for Proposals

## PART I GENERAL INFORMATION

### I-A Purpose

The Michigan Department of Environment, Great Lakes, and Energy (EGLE), Energy Unit is offering grants for the deployment of non-publicly available Level 2 alternating current (AC) electric vehicle (EV) charging stations, including make-ready upgrade costs, maintenance and operations contracts, and networking or data plans for existing multifamily housing units. The State anticipates the grant period will start upon execution of a grant agreement.

### I-B Program Description

EGLE protects Michigan's environment and public health by managing air, water, land, and energy resources, and is focused on addressing climate change, diversity, equity, and inclusion. In fiscal year (FY) 2025, EGLE will provide grants to support the accelerated deployment of Level 2 AC EV charging stations to address the lack of EV charging at multifamily properties. Applicants must consider the following program objectives, priorities, and tasks in the planning of their proposal.

#### 1. Program Objectives

1. To deploy Level 2 AC EV charging equipment at multifamily housing units.
2. To provide multifamily housing residents with low-cost and long-dwell at-home charging solutions.
3. To foster environmentally sustainable communities through transportation decarbonization.

#### 2. Program Priorities

1. To provide equitable access to at-home EV charging in multifamily housing.
2. To reduce barriers to transportation electrification.
3. To support workforce development, economic growth, and job creation.
4. To reduce greenhouse gas (GHG) emissions.
5. To build out the EV charging infrastructure for all Michigan residents.
6. To support the goals of the [MI Healthy Climate Plan](#) and [MI Future Mobility Plan](#).

#### 3. Applicant Tasks

1. Installation and deployment of non-publicly available Level 2 AC EV charging stations at multifamily properties or for the specific use of residents of multifamily housing units.
2. Charging stations must be located with consideration given to flood and other weather-related risks as well as drainage and prompt snow removal to allow access for use and shall not interfere with emergency services.
3. Safety and security strategies must include:

- I. Physical safety and security strategies, which at minimum includes site lighting. Sites with additional strategies will be given preference according to the selection criteria listed in Part III.
  - II. Cybersecurity safety and security strategies, which at minimum includes user data protection. Sites with additional strategies will be given preference according to the selection criteria listed in Part III.
4. Each Level 2 AC EV charging station may have up to two charging ports that are capable of simultaneously charging two EV's.
  5. Each Level 2 AC charging port must have a continuous power delivery rating of at least 6 kilowatts (kW) per port.
  6. Each Level 2 AC charging station with two charging ports must be capable of providing at least 6 kW per port simultaneously across all ports.
  7. Signage must be installed at all EV charging parking spots to alert drivers about the parking policy.
  8. Chargers must obtain certification from an Occupational Safety and Health Administration Nationally Recognized Testing Laboratory.
  9. Chargers must allow for customers to report outages, malfunctions, and other issues with charging infrastructure. Reporting mechanisms must be accessible to persons with disabilities and persons with limited English proficiency.
  10. Requires a minimum annual average uptime of greater than 97 percent for each charging port.
    - I. A charging port is considered "up" when its hardware and software are both online and available for use, or in use, and the charging port successfully dispenses electricity in accordance with requirements for minimum power level.
    - II. Charging port uptime must be calculated on a monthly basis for the previous twelve months.
    - III. Charging port uptime percentage must be calculated using the following equation:
 
$$\mu = ((525,600 - (T_{\text{outage}} - T_{\text{excluded}})) / 525,600) \times 100$$

$\mu$  = port uptime percentage  
 $T_{\text{outage}}$  = total minutes of outage in previous year  
 $T_{\text{excluded}}$  = total minutes of outage in previous year caused by the following reasons outside the charging station operator's control, provided that the charging station operator can demonstrate that the charging port would otherwise be operational: electric utility service interruptions, failure to charge or meet the EV charging customer's expectation for power delivery due to the fault of the vehicle, scheduled maintenance, vandalism, or natural disasters

I-C Grant Award

A total of \$5,000,000 in grant funding is expected to be available, with the maximum individual grant award being \$300,000. Match is not required for those applicants whose project is located within environmental justice communities (as

determined using the [Environmental Protection Agency's EJScreen](#) tool). All applicants whose project is not located in environmental justice communities must provide a **minimum of 30 percent (%) match** of the total requested grant funds (State share). Reference section IV-A for details on acceptable match types. The sum of the State share plus the Recipient share of allowable costs will equal the total allowable project cost.

Applicant(s) must provide a complete Budget using the [Approved Budget Form](#) (See Section II-B). Budgets must be itemized which adequately describes each budget category. This is a reimbursement-based opportunity, costs must be incurred and paid for before they are reimbursed.

The Energy Unit will award funds to applicants that agree to the terms set forth in this Request for Proposal (RFP) and the [Grant Agreement](#). The Energy Unit, an entity within EGLE, will be the primary contact with selected applicants to negotiate the scope of work, budget, reporting periods, report format, and reporting content. All other requirements are non-negotiable. Funds must be expended by **September 30, 2027**.

I-D Eligibility Criteria

Any organization is eligible to apply.

Eligible projects should focus on the deployment of Level 2 AC EV charging stations at multifamily housing units in Michigan. Multifamily housing properties are defined as any residential building containing two or more units. Impacted facilities must be occupied and have long range plans of continued use. All eligible applicants must provide a Unique Entity Identifier (UEI) number from the System for Award Management (SAM.gov) website. **UEI registration can take up to 10 business days to become active.**

I-E Ineligible Projects

Entities or individuals that are currently suspended or debarred by the State of Michigan and/or the federal government are ineligible applicants. EGLE may also deem an applicant ineligible due to a compliance or enforcement issue, an outstanding financial liability with the state, or other legal concern.

Ineligible projects include:

1. Projects deemed illegal under the law or inappropriate under contract management standards.
2. Projects considered scientifically unsound or significantly increase risks to workers and/or the public.
3. Projects that will not be conducted in Michigan.
4. Projects involving demonstration of non-commercially available equipment and technologies.
5. Projects that cannot be shared with or have restricted transferability to other

entities in Michigan.

I-F Issuing Office and Point of Contact

This RFP has been issued by EGLE's Energy Unit. Questions that arise as a result of this RFP must be submitted to the Energy Unit by email only. All questions regarding this solicitation should be directed to:

Nicki Guggemos

[GuggemosN1@michigan.gov](mailto:GuggemosN1@michigan.gov)

I-G Changes to the RFP and Responses to Questions

Written answers to questions, changes, and/or clarifications will be posted on the [program webpage](#).

I-H Proposals

To be considered, applicants must submit a complete response to this RFP, addressing the Program Objectives, Program Priorities, and Applicant Tasks listed in the Program Description I-B, and using the format and attachments provided in Part II.

I-I Response Date

**Proposals will be accepted on a rolling basis until all funds are allocated.**

## PART II INFORMATION REQUIRED FROM APPLICANTS.

**NOTE: The following information must be submitted by all applicants to be considered. *Failure to attach/include the requested information will result in the rejection of the proposal.***

1. Application ([see link and instructions below](#))
2. Approved Budget Form ([see link and instructions below](#))
3. Additional Attachments:
  - a. Detailed Timeline – timeline for successfully completing each required task, including key sub-tasks and critical decision points to be undertaken during the grant.
  - b. Applicant Organizational Chart – organizational chart detailing the management structure of the applicant organization.
  - c. Most recent copy of the A-133 or outside audit OR the most recent financial statements (balance sheet and income statement). Applicants that receive cumulative federal funding of over \$750,000, or that receive a single state award over \$500,000 are required to provide an A-133 single audit.
  - d. Property layout(s) that clearly indicate the location(s) of Level 2 AC EV charging station(s).
  - e. Specifications for the Level 2 AC EV charging station(s) to be deployed.
  - f. Detailed description of the operational model, including site host, charging

- providers (hardware and software), relevant utility, construction and electrical firms, ownership, insurance responsibilities, and the party accountable for ongoing operations and maintenance.
- g. A solution(s) to ensure non-EV drivers of the multifamily housing unit are not burdened with higher electricity bills or rent due to increased electricity use resulting from EV charging.
  - h. Evaluation and summary of electrical system modifications and upgrades necessary to accommodate the additional capacity required for Level 2 AC EV charging station(s). This evaluation should include proof of engagement with the electric utility in the form of a “Will Serve Letter” to document utility coordination and ability to provide service.
4. If Applicable:
- a. Charitable organizations and professional fundraisers (unless exempt) must complete Michigan Charitable Trust Registration. For more information, please visit the [Attorney General's website](#).
  - b. Parent Organizational Chart – organizational chart detailing the management hierarchy of the Parent Organization, and its relationship to the applicant organization.
  - c. Partner Organizational Chart – organizational chart detailing the management hierarchy of the Partner Organization, and its relationship to the applicant organization. Attach an organizational chart for each Partner Organization.
  - d. Letter(s) of support / commitment from Partner Organization(s).
  - e. [State Historic Preservation Office \(SHPO\) Section 106 Review Form](#) (see [link and instructions below](#))

**Please see instructions below for additional information:**

II-A Online Application

Complete the [Online Application](#). Questions marked with an asterisk (\*) require a response. Applicable materials listed in Section II must be uploaded within the Online Application. Applicants can submit their completed Online Application by clicking “Submit” button on the bottom of the application page. **Applicants can preview all the [Application Questions](#) prior to starting an Online Application.**

II-B Approved Budget Form

1. Applicant(s) must use the [Approved Budget Form](#). All budget categories must be addressed. Please use “N/A” or “None” to indicate there are no costs associated with a given budget category.
2. The following costs are **disallowed**: sick pay, holiday pay, paid vacation time, payroll taxes, vehicles, computers, and real property.
3. All applicants must provide a **minimum percent match** per Part I General Information, I-C Grant Award.
4. **Fringe Benefits** –Applicant(s) will be required to justify the fringe rates given in their proposed budget prior to an agreement being finalized. If fringe cost rates are approved by a federal agency, identify the agency and date of latest



rate agreement, and include a copy of the rate agreement. If fringe cost rates are not approved by a federal agency, explain how total fringe benefit costs were calculated. Your calculations should identify all rates used and the base amount they were applied to. Please include how the base was derived, and a total for each.

5. **Equipment** –All Equipment expenses must be justified in your proposal. If the equipment is being proposed as cost match and was previously acquired, provide the value of its contribution to the project and a rationale for the estimated value shown. If it is new equipment that will retain a useful life upon completion of the project, provide a rationale for the estimated value shown. Also, indicate whether the equipment is being used for other projects or is 100% dedicated to this project. Equipment purchases over \$5,000 will require additional documentation, such as Lien or Uniform Commercial Code Filing, and the State of Michigan listed as the lienholder/creditor for 5 years prior to reimbursement.
6. **Travel** – All listed travel must be necessary or beneficial to the performance of the proposed project. State of Michigan travel rates must be used for all travel expenses. The most recent State of Michigan Travel Rates are posted by the [Michigan Department of Technology, Management & Budget](#).
7. **Indirect Rate** – Provide the indirect rate (up to 10% maximum) used by applicant's organization as a percentage of **total personnel and fringe benefits**. If the applicant's indirect cost rate has been approved by a federal agency, identify the agency, date of the latest rate agreement, and submit a copy of the agreement with the application.  
**Note: Applicant(s) will be required to justify their indirect rate given in their budget if it exceeds 10 percent. Additionally, please note that indirect rates are generally not applicable for projects under this program.**
8. **Incurring Costs** – The State is not liable for any costs incurred by an applicant prior to issuance of a [Grant Agreement](#). The following documentation will be required by selected applicants to receive reimbursement:
  - a. Receipt/Invoice or payroll summary for cost incurred.
  - b. Proof of payment via bank statement, Automated Clearing House (aka ACH) payment, or scanned cashed check.**Note: All match types (cash, in-kind, third-party) will be held to the same documentation requirements.**

**Additional Budget Information:**

1. In the event of a partially funded proposal, selected applicant(s) will be required to submit a revised proposal before entering into a Grant Agreement. The proportion of direct costs to indirect costs will remain the same as in their original request. *New line items to the revised budget are not allowed.*
2. Selected applicant(s) assumes the responsibility for ensuring the grant project is performed within the established timeline.
3. If the entire State share of the grant award is expended, the entire in-kind

and/or matched funds must be spent and supported by source documentation. If the entire State share of the grant award is not spent, the in-kind and/or matched funds may be reduced proportionately by the percentage of the grant award not spent.

4. Selected applicant(s) may not commingle award funds with current or future awards received from the EGLE Energy Services Unit. Financial assistance from each funding source must be managed, reported, and accounted for separately from all other funding sources.
5. Should selected applicant(s) cease business operations or dissolve the program established under the grant agreement, existing capital must be returned to the State of Michigan.

### **PART III SELECTION CRITERIA**

All proposals received shall be subject to an evaluation by EGLE’s Energy Unit. The evaluation will be conducted in a manner appropriate to select the applicant(s) for the purpose of entering into a [Grant Agreement](#) to perform the proposed project within the established timeline. Initial screening of the applications will be conducted to ensure applicants and projects meet all eligibility requirements.

Proposals failing to meet the eligibility requirements described in Sections I-C, that do not comply with the requirements of the Grant Agreement, and/or which are incomplete, **will be rejected automatically**. Proposals meeting the eligibility requirements will be evaluated according to the scoring criteria and weighting factors below.

#### III-A Scoring of Proposals

**Total maximum points are 100.**

Program Objectives & Applicant Tasks (35 Points)

Proposals will be evaluated based on the scope of work meeting the program objectives and thorough documentation of the required applicant tasks.

Information Required from Applicants (30 Points)

Proposals will be evaluated based on the overall submission of requirements, including the quality and completeness of the information submitted. The timeline and the evaluation of the required electrical system modifications and upgrades are of special interest.

Operational Model (25 Points)

Proposals will be evaluated on the operation model, including an operations and maintenance plan to address and meet the minimum annual average charging port uptime requirement, and a solution(s) to ensure non-EV drivers of the multifamily housing unit are not burdened with higher electricity bills or rent due to increased electricity use resulting from EV charging.

Environmental Justice

(10 Points)

Proposals will be evaluated on whether the proposed program takes place in or benefits an Environmental Justice Community based on the [Environmental Protection Agency's EJScreen](#) tool).

III-B Project Clarifications/Revisions

During the proposal review process, applicants may be contacted for clarification and for the purpose of negotiating changes in project activities, timetables, and budgeted costs. The Issuing Office reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of, the proposed project.

III-C Rejection of Proposals

EGLE's Energy Unit reserves the right to reject any and all proposals received as a result of this RFP or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the State and the Energy Unit. The Energy Unit will not pay for the information solicited or obtained as a result of a consultant/vendor's response to any RFP.

III-D Acceptance of Proposal Content

The contents of this RFP and the proposal of the selected applicant become grant obligations if a grant award ensues. Failure of the selected applicant to accept these obligations shall result in cancellation of the award.

The successful applicant(s) will be required to accept all terms and enter into a Grant Agreement with the State within 45 calendar days of being notified of funding availability. The Agreement consists of standard contract language, applicant's work plan, timetable, and budget information, a compensation clause that adheres to guidelines in this solicitation, and terms and conditions that outline additional requirements.

**PART IV  
ADDITIONAL INFORMATION**

IV-A Acceptable Match Types

Applicants may use cash, bond proceeds, tax-exempt leasing and/or Michigan SAVES financing for some or all of their match, and those that do will receive favorable consideration. Match may be categorized as in-kind or monetary from a third-party, or in-kind or monetary from the applicant organization. Match is subject to the same backup documentation as expenses incurred.

IV-B SIGMA Vendor Registration

All selected applicants must be registered as a vendor of the State of Michigan on the SIGMA Vendor Self Services (VSS) before entering into a Grant Agreement. If you are an existing vendor and have an account in [Sigma VSS](#),

please verify that all your account information is correct. If not, please use the [Sigma VSS](#) to register. This website is for the exclusive use of the vendors and individuals' intent on doing business with the State of Michigan and allows you to be paid in the event that you are awarded a contract. **Your registration may take up to two weeks to be processed.**

IV-C News Releases

News releases (including promotional literature and commercial advertisements) pertaining to the Grant or project to which it relates must not be made without prior written State approval, and then only in accordance with the explicit written instructions of the State.

IV-D Disclosure of Proposal Contents

All information in a bidder's proposal and any Grant resulting from this RFP is subject to the provisions of the Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231, *et seq.*

IV-E Copyrighted Materials

See Section VI of the [Grant Agreement](#) for a summary of intellectual property provisions.

IV-F Prime Applicant Responsibilities

The selected applicant will be required to assume responsibility for all grant activities offered in the proposal whether or not that applicant performs them. Further, the State will consider the selected applicant (Recipient) to be the sole point of contact with regard to grant matters, including but not limited to payment of any and all costs resulting from the anticipated grant. If any part of the work is to be subcontracted, the Recipient must notify their Grant Manager and identify the subcontractor(s), including firm name and address, contact person, complete description of work to be subcontracted, descriptive information concerning subcontractor's organizational abilities, Federal Employer Identification Number (FEIN), UEI number, and/or state license number. The State reserves the right to approve subcontractors for the project and to require the Recipient to replace subcontractors found to be unacceptable. The Recipient is totally responsible for adherence by the subcontractor to all provisions of the Grant. For additional information, see Section VII and VIII of the [Grant Agreement](#) for a summary of delegation provisions.

IV-G Partner Responsibilities

Organizations partnering with selected applicant(s) must comply with the requirements of the solicitation and will be held to the same standards as prime applicants.

IV-H State Historic Preservation Office (SHPO), Section 106 Review Form

If the applicant is conducting ground-disturbing activity or work on a building(s) that is/are at least fifty years of age or older, applicant must complete in full the State Historic Preservation Office Application for Section 106 Review. The review

process must be completed prior to the expenditure of federal funds. No project that results in an adverse effect to a historic property will be considered for funding. Projects may be modified to avoid adverse effects. **Submit [this form](#) with your proposal. EGLE's Energy Unit will review and forward to the State Historic Preservation Office as necessary.**