



## **Diesel Mitigation Trust Fund (DMTF)**

### **Level 2 Electric Vehicle Charging Station Grant Request for Applications July 1, 2020**

The State of Ohio Environmental Protection Agency (Ohio EPA) invites applicants for grants to install Level 2 Electric Vehicle Charging Stations in 26 priority counties in Ohio. This program is supported with funds from Ohio's allocation under the Volkswagen Mitigation Trust Fund.

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## SECTION 1: REQUEST FOR APPLICATIONS (RFA) OVERVIEW

### 1.1 RFA Timetable

- Release of RFA: July 1, 2020
- [Ohio EPA Webinar 1 for applicants](#) (no registration required) July 9, 2020, 2:00 p.m.
- [Ohio EPA Webinar 2 for applicants](#) (no registration required) July 14, 2020, 10:00 a.m.
- Application Deadline September 30, 2020 at 3:00 p.m.
- Grant Awards announced (tentative) January 15, 2021

Ohio EPA reserves the right to adjust the dates listed above, for whatever reasons it deems appropriate.

### 1.2 Program Background

The Ohio Environmental Protection Agency (Ohio EPA) invites applications for grants under its Diesel Mitigation Trust Fund (DMTF) program to help fund the installation of publicly available Level 2 Electric Vehicle (EV) charging stations in [26 Ohio priority counties](#).

The purpose of this part of the DMTF program is to increase the availability and public awareness of charging stations. This, in turn, should help increase EV adoption and reduce petroleum-based fuel consumption by vehicles, thereby, mitigating nitrogen oxides and decreasing particulate matter and greenhouse gas emissions in Ohio.

Grants will be funded with dollars allocated to Ohio from the Volkswagen (VW) Mitigation Trust Fund, as part of a court-ordered settlement to offset the excess air pollution emitted by some VW vehicles that violated the Clean Air Act. Because these are considered public dollars, these funds are dedicated to supporting **publicly available** locations. Consequently, charging primarily for residents of individual homes or multi-unit dwellings, or employees at workplaces is not eligible for funding under this program.

This current offering is for **Level 2 charging stations only**. A separate funding will be made available in early 2021 for DC Fast Charging stations. The total funding under this Level 2 competitive grant offering is approximately \$3,250,000 of which \$250,000 is set aside for public charging in certain Ohio state parks and other state government facilities. Of the remaining funds, \$115,000 is allocated for sites in each of the 26 eligible counties as follows:

For chargers located on **Government Owned Property**, Ohio EPA will provide **the lesser of**:

- \$7,500 per single port networked Level 2 charger or up to 100% of eligible project costs
- \$15,000 per dual port networked Level 2 charger or up to 100% of eligible project costs

For chargers located on **Non-Government Owned Property**, Ohio EPA will provide **the lesser of**:

- \$7,500 per single port networked Level 2 charger or up to 80% of eligible project costs
- \$15,000 per dual port networked Level 2 charger or up to 80% of eligible project costs

Where the 20% match is required, eligible options include cash, loans, other grants, or capital assets dedicated to the project. The costs of site preparation and equipment installation are also eligible for consideration as local match provided a clear itemized quote is included. Grants will be awarded based on the eligibility and selection criteria listed in Sections 3 through 5 of this RFA. Applicants are strongly encouraged to provide a match greater than the minimum required, to improve the competitiveness of their applications.

Under this program, Ohio EPA reserves the right to:

- Extend application deadlines to accommodate more applications,
- Request additional information after the deadline to assist in the review process,
- Negotiate with applicants to modify the project scope, level of funding, or both.
- Make full, partial or no grant awards to an applicant, and
- Reallocate unspent funds from one county to another based on demand.

Recipients of a grant for charging stations under this program are required to operate and maintain the chargers for a minimum of **5 years** from the date the chargers are first put into service. Recipients will also be required to submit semiannual usage reports to Ohio EPA for the first five years from the date the chargers are first put into service. The grant agreement will stipulate that failure to do so will result in the recipient paying back the grant award amount.

Applications are due in the form of a pdf file via email to [evcharging@epa.ohio.gov](mailto:evcharging@epa.ohio.gov) no later than **3:00 PM on September 30, 2020**.

### **1.3 Program Contacts and Questions about this RFA**

Questions or requests for clarification about this program may be submitted in writing via email to [alauddin.alauddin@epa.ohio.gov](mailto:alauddin.alauddin@epa.ohio.gov) or [carolyn.watkins@epa.ohio.gov](mailto:carolyn.watkins@epa.ohio.gov). 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://epa.ohio.gov/oeo/#131365122-vw-mitigation-grants>. Ohio EPA reserves the right to amend this RFA at any time by addendum. If the addendum is issued after the closing date for receipt of applications, Ohio EPA may, in its sole discretion, allow applicants to amend their project applications in response to the addendum, if necessary.

## **SECTION 2: GENERAL REQUIREMENTS FOR ALL APPLICANTS**

### **2.1 Fund Reimbursement Policy**

This is a reimbursement program and applicants must provide their own funding to cover expenses as they are incurred. Grant applications must include a demonstration that the applicant can cover the full cost of the project prior to approval of the reimbursement if the grant is awarded. Projects selected for funding will then be reimbursed up to the amount authorized for that project after the awardee submits acceptable documentation to show that eligible expenses have already been paid by the awardee and the equipment has been properly installed and the charging station is in use.

DMTF funds may not be used to reimburse grant recipients for any grant expenses, including equipment purchased, prior to execution of the grant agreement and obtaining Ohio EPA authorization to proceed with the scope of work, as explained in Section 2.2 below. Applicants should plan accordingly for scheduling equipment purchases and installations.

### **2.2 Contracting Procedures**

Ohio EPA must certify to the Trustee of the Volkswagen Mitigation Trust that all vendors were or will be selected in accordance with state contracting laws. Any project-related expenditures, including but not limited to ordering the charging equipment, incurred prior to obtaining this authorization will be ineligible for reimbursement. Entities using one of Ohio Department of Administrative Service's (DAS) Multiple Award Contracts resulting from [Invitation to Bid RS900320/GDC169](#) will receive a higher priority in the application review process.

### **2.3 Public Information and Records Retention**

Public financing requires transparency and documentation. All applications and supporting documentation submitted become public records. These records will be provided to the VW Mitigation Trust Fund trustee and are subject to public record requests and compliance review by Ohio EPA as the oversight agency. This information is not eligible for trade secret protection under Ohio law. Documentation regarding funded projects, including invoices submitted and approved for reimbursement, will reside in paper and electronic files at Ohio EPA that may be the subject of a public records request or audits.

Further, DMTF grant awardees will be required to maintain all financial and other project related documentation for a period of five years, consistent with the executed Grant Agreement. Applicants should therefore include in the project narrative an explanation of the technology and/or procedures they will use to track and verify the utilization and maintenance of the charging stations for a minimum of five years from the date the charging station is operational.

### **2.4 Non-Performance**

Applicants should develop firm project scopes, schedules, fiscal commitments and partnering agreements prior to applying for a DMTF grant. Ohio EPA will not consider or approve more than one scope change from what was included in the submitted DMTF application.

If Ohio EPA determines that an awardee is not making satisfactory progress implementing the project, Ohio EPA may notify the grant awardee that the grant is being revoked and reallocate the funds to another eligible project applicant.

Progress will be measured against the following milestones:

- Submittal of documentation that purchasing requirements have been completed, and the equipment has been ordered, within **180 days** of execution of the grant agreement between Ohio EPA and the awardee.
- Completion of the project within 24 months of the execution of the grant agreement. On a case by case basis, for extenuating circumstances, Ohio EPA may approve a one-time extension of up to 12 months to extend the total project completion period to a maximum of 36 months.
- Submittal of final invoices for reimbursement of allowed expenses no later than the project period ending date.

### SECTION 3: PROGRAM ELIGIBILITY

Below is general guidance on the different eligibility requirements under this program. It is not intended to be a full comprehensive list and Ohio EPA reserves the right to make an eligibility determination on a case-by-case basis. If there is any doubt, applicants are strongly advised to confirm eligibility with the program contacts listed in Section 1.3 prior to applying.

#### 3.1 Eligible Counties

To be eligible for grant funds, the charging stations must be installed in one of the priority counties identified in Ohio’s DMTF program and listed below:

First Priority Counties		Second Priority Counties	
Butler	Lake	Ashtabula	Stark
Clermont	Licking	Erie	Trumbull
Cuyahoga	Lorain	Greene	
Delaware	Madison	Lucas	
Fairfield	Medina	Mahoning	
Franklin	Portage	Montgomery	
Geauga	Summit	Ottawa	
Hamilton	Warren	Sandusky	

For purposes of initial scoring and ranking for this grant offering, Ohio EPA will not make a distinction between first and second priority counties. Ohio EPA does reserve the right to, at the time it deems appropriate, reallocate unspent funds from one county to another based on demand.

A map of DMTF Ohio priority counties is also included in Appendix A of this RFA.

#### 3.2 Eligible Sites

Ohio EPA’s goal for this grant program is to increase the number of “**publicly available**” electric vehicle charging stations in Ohio. Sites hosting these charging stations may be publicly or privately owned but they should be publicly available to EV owners. For purposes of this grant, except for parks, “publicly available” means available to any member of the public at least **16 hours a day** including prime business or daylight hours. Since the hours that parks are open to the public varies by season, parks are eligible to apply provided the chargers are available to members of the public throughout the hours they are open in each day.

Other examples of eligible sites include publicly available parking facilities facilitating access to government offices, airports and transit centers, shopping centers, libraries, sporting arenas and other recreation facilities.

Examples of ineligible sites include parking facilities that serve tenants of a single landlord or the employees or customers of a single business.

Hospital parking facilities for patients and visitors are eligible, while those for employees only are ineligible.

### **3.3 Eligible Applicants**

Eligible applicants include the following:

1. Incorporated nonprofits as described in section 501(c)(3) of the Federal Internal Revenue Code of 1954, as amended, incorporated under Ohio law or registered with the Ohio Secretary of State.
2. Local, state and federal government entities and political subdivisions.
3. Ohio-based metropolitan planning organizations.
4. Other air quality or transportation organizations located in Ohio that have partnered with or are acting as a project manager for another eligible entity listed in this section.
5. Businesses including corporations, partnerships, sole proprietorships, limited liability companies, business trusts or other legal business entities incorporated in or registered with the Ohio Secretary of State.

Organizations that are ineligible under this program include the following:

1. Applicants that are currently debarred by the State of Ohio and/or federal government.
2. Businesses not incorporated in or registered with the Ohio Secretary of State to do business in Ohio.
3. Individuals.
4. Applicants deemed ineligible by the Ohio EPA due to issues including but not limited to environmental compliance, labor standards, and tax status.

Eligible applicants may submit one grant application that includes multiple locations. However, for each location, the application must include information that meets all the requirements listed under Sections 4 and 5. 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.

### **3.4 Eligible Costs**

Only eligible costs will be reimbursed. Eligible costs are those directly incurred through the procurement, installation and activation of charging stations, including:

1. New Level 2 charging station units and associated equipment.
2. Conduit, signage at the parking spot, bollards, cable/wiring and electrical service box disconnects.
3. Concrete or asphalt addition or replacement.
4. Paint striping and stenciling of the charging station parking spaces.
5. Charging station installation labor (electrical, trenching, etc.).
6. Annual network fees for up to 5 years.
7. Warranty and annual maintenance contract costs for the charging equipment (at least 5 years warranty required)

Ineligible costs include costs that are not directly related to the project. In addition, the following costs, even if they are directly related to the project, are ineligible:

1. Leased equipment.
2. Used, refurbished, or remanufactured equipment.
3. Charging infrastructure installations not accessible to the general public.
4. Purchase, rent, or lease of real estate.
5. Capital costs such as construction of buildings, parking facilities, etc.
6. General maintenance.
7. Any expenses incurred before the grant agreement is fully executed including applicant's expense for preparing the eligibility and cost proposals.
8. Debts, late payment fees, finance charges or contingency funds, interest, and investment management fees.
9. Attorney fees and any administrative costs.
10. Lobbying, lobbyists, and political contributions.
11. Mark-up on purchases and/or subcontracts.
12. Taxes, except sales tax on eligible equipment and expenses.
13. Permit fees and activities addressing permit issues.

14. Activities addressing enforcement actions that involve a financial penalty.
15. Memberships (including subscriptions and dues).
16. Food, refreshments, entertainment, gifts, prizes and decorations.
17. Salaries, merit awards, bonuses, donations and fundraising.
18. Computer(s), tablets, software or mobile communication devices **unless unique to the project and specifically approved by the Ohio EPA as a direct expense.**
19. Paper studies, research projects or surveys including feasibility studies or surveys to determine interest in the installation of electric vehicle charging stations.
20. Proposals for any type of vehicle demonstration or demonstrations of existing technologies for public outreach/education.

## SECTION 4: PROGRAM REQUIREMENTS

### 4.1 Project Site Requirements

Applicants should ensure that proposed project sites:

1. Are publicly visible, accessible and expected to have high utilization.
2. Are on developed, public or private property with facilities available nearby (e.g. shopping centers, fueling stations, restaurants, grocery stores, etc.).
3. Are in a safe, well-lit, convenient location that is safely distanced from traffic circulation and has adequate ingress/egress points.
4. Have a paved or hardscaped parking space(s) that is (are) in compliance with all Americans with Disabilities Act (ADA) requirements.  
([www.afdc.energy.gov/uploads/publication/WPCC\\_complyingwithADArequirements\\_1114.pdf](http://www.afdc.energy.gov/uploads/publication/WPCC_complyingwithADArequirements_1114.pdf) pages 3-4).
5. Comply with all applicable federal, state and local laws, ordinances, regulations, and standards, including local electrical and building codes for EV Charging.
6. Have (or will have as part of this project) adequate electric capacity in place to serve the proposed EV Charging
7. Station(s). Preference will be given to locations that are scalable and can expand the power and number of chargers necessary to accommodate higher utilization rates in the future.
8. Are publicly accessible at least 16 hours a day during prime business or daylight hours (or, in the case of parks, during the entirety of the hours they are open to the public). Preference will be given to locations that do not have limited access or availability (e.g. behind a fence, in a gated parking lot closed to the public after hours, etc.);
9. Have (or will have as part of this project) signage that complies with all applicable local, state, and/or federal laws, ordinances, regulations, and standards. "EV parking only" signs are required on each side of each charging station along with "EV parking only" stenciled graphics on each striped parking pad. Moreover, appropriate signage is available for drivers to locate the charging station from the site entrance.
10. Have (**or will have in place prior to grant award**) a Site Host Agreement that, at a minimum, addresses the following provisions:
  - a. An agreement spanning five (5) years delineating responsible parties for hosting, operating and maintaining the charging station.
  - b. A provision to extend the agreement beyond the initial five (5) year period under mutually agreeable terms.
  - c. A disposition plan for the EV Charging equipment in the event the agreement is terminated.
  - d. A provision regarding the applicant's legal right to own and operate the EV Charging Station(s) at the host site.

## 4.2 Level 2 Electric Charging Equipment Requirements

The following requirements apply to all charging stations to be funded under this program:

1. Level 2 (240-volt alternating current) charging stations must either have a single Society of Automotive Engineer (SAE) J-1772 standard connection to charge one EV at a time or two SAE J-1772 connectors to charge two EVs at once. Powered by 240-volt alternating current, the station must provide a charge of 6.6 kilowatts (kW) of power to provide up to 100 miles of travel in 3 to 4 hours.
2. All chargers must be networked via an open source, non-proprietary communications protocol. Networking should allow for collection of usage data and, if desired by the site host, electronic payment from station users.
3. All equipment proposed under this grant program must meet UL standards as listed below:
  - a. UL 2202 Electric Vehicle Charging System Equipment
  - b. UL 2594 Electric Vehicle Supply Equipment (AC to DC)
  - c. UL 2231-1 Personal Protection for Electric Vehicle Supply Circuits-Protective Devices for use in Charging Systems.
  - d. UL 2231-2 Personal Protection Systems for Electric Vehicle Supply Circuits-Protective Devices for use in Charging Systems.
  - e. UL 2251 Electric Vehicle Plugs, Receptacles and Couplers.
  - f. UL 2750 Wireless Charging Equipment for Electric Vehicles (if wireless equipment is offered)
4. All equipment must be ADA compliant.
5. All charging station equipment must meet the following minimum requirements for safety testing by a Nationally Recognized Testing Laboratory (NRTL) recognized by the Occupational Safety and Health Administration (OSHA). The equipment must be listed and labeled as required by the National Electrical Code (NEC) section 625.5 and be Federal Communication Commission (FCC) compliant.
6. Electric Vehicle Supply Equipment (EVSE) Enclosure: The EVSE enclosure must be constructed for use outdoors in accordance with UL 50E Standard for Safety for Enclosures for Electrical Equipment, Environmental Considerations, Type 3R exterior enclosure or equivalent.
7. The EVSE must be capable of operating without any decrease in performance over an ambient temperature range of minus 22 to 122 degrees Fahrenheit with a relative humidity of up to 95%.
8. The EVSE must incorporate a cord management system or method to eliminate potential for cable entanglement, user injury, or connector damage from lying on the ground.
9. The charging station units must be covered by a 5-year warranty.

## 4.3 Project Implementation and Charging Station Operating Requirements

Grant applicants must explain how, as grant recipients, they will ensure:

1. Clear use instructions and customer support contact information. Customer service support must be available by telephone from 6am to 6pm, Monday through Saturday to assist customers with difficulties accessing or operating the equipment
2. Guaranteed availability during hours of operation and an up time of at least 95%.
3. Interoperable, open-source and non-proprietary connectors for charging, payment options and communication between equipment, network and the vehicle.
4. Effective communication to EV drivers when a station is not working (e.g. through an email distribution list, text/app alert, or similar means).
5. Protection from damage to ground and wall-mounted equipment, including protection from vehicle collision (guard posts, wheel stops, curb protection, or wall-mounted barriers).
6. Installation performed in a professional manner in accordance with industry standard best practices and with all state and local government laws and ordinances.
7. Chargers must be registered on the AFDC ([afdc.energy.gov/stations/#/station/new](https://afdc.energy.gov/stations/#/station/new)) and PlugShare ([www.plugshare.com](https://www.plugshare.com)) websites.

If charging for use, the EVSE should also include:

1. Payment options that have multiple point-of-sale methods, such as pay-per-use and subscription methods, and the ability to accept credit and debit cards.
2. Point of sale and supporting network use of an open protocol to allow subscribers of other EV charging networks to access the charging station.
3. Clear, simple, and real-time pricing and fee information displayed on device, payment screen and physical signage that meets the requirements of is O.A.C. 901:6-5-02(H) (see <http://codes.ohio.gov/oac/901:6-5-02v1>).
4. All pay equipment must possess the capabilities to ensure credit card transactions are compliant with the latest PCI and PA-DSS standards. The grantee must use commercially reasonable security standards to protect sensitive and/or confidential data both in transit and at rest.

## 4.4 Reporting Requirements

### 4.4.1 Semiannual Project Progress Reports

Semiannual progress reports will be due to the Ohio EPA for the period between the grant award and the submittal of the Final Project Completion Report. Since these grants are funded through Ohio's allocation under the Volkswagen Mitigation Trust Fund, Ohio EPA will also summarize these reports to the VW Mitigation Trust Fund trustee. A template for the Semiannual Progress reports will be provided at the time of grant award.

### 4.4.2 Final Project Completion Report

Upon completion of the project, grant awardees must submit the following documents to Ohio EPA prior to reimbursement of all eligible costs:

1. Final Report.
2. Summary Invoice/Reimbursement Request.
3. Legible copies of all sales/invoices showing the purchase price and amount paid by the applicant for the charging equipment, number of units purchased and serial numbers for the units.
4. Copies of canceled checks or credit card statements as proof of payment for all costs.
5. Digital photograph(s) of the completed charging unit(s).
6. A copy of the installer's written certification that the unit(s) have been installed and are in working order and operating in accordance with local, state and federal codes.
7. Copies of all required permits.
8. Date(s) when installation began, was completed and when the unit(s) became operational.

### 4.4.2 Semiannual Charging Station Usage Reports

Semiannual Charging Station Usage reports will be due to the Ohio EPA for a period of 5 years beginning when the charging stations are in operation. The reporting information submitted will identify the previous six months of aggregate utilization data.

For each charger funded by this grant, the following information is required:

1. Location: Site name, EVSE ID number, address, city, zip, county
2. Operational uptime (percentage)
3. Number of charge events
4. Number of unique vehicles
5. Average charge time per event (minutes)
6. Average kW per charge event
7. Total kW consumed

For each charging location, the following additional summary information is required for chargers funded by this grant:

1. Total number of Level 2 Chargers
2. Weekly utilization (sessions per week)
3. Average session power (kW)
4. Average charge time per session (hours/session)

A template for the Semiannual Charging Station Usage Reports will be provided at the time of grant award.

## SECTION 5: APPLICATION REVIEW AND PROJECT SELECTION CRITERIA

### 5.1 Grant Application Components

The grant application comprises the four (five for non-Government applicants) components described below. Applicants must complete and submit the forms and supporting documents in their entirety. Applications with incomplete or missing components may be deemed non-responsive and excluded from further consideration.

#### 5.1.1 Project Proposal

The project proposal must include:

1. A detailed statement establishing how program eligibility requirements in Section 3 are being met.
2. A detailed narrative describing the current site use, goals of the proposed project and an implementation plan.
3. Host site name, address and any specific details identifying the designated parking spaces.
4. Contact information of the project representative from the applicant, site host and electric utility.
5. A map generated from the ODOT TIMS system at <https://gis.dot.state.oh.us/tims> showing the road with the highest functional class within 0.25 miles of the proposed site. Instructions are provided in Appendix B.
6. A visual depiction/map showing the proposed site; how it can be accessed, surrounding roads and traffic patterns.
7. A diagram or schematic showing existing and proposed designated EV charging parking space(s), charging equipment, point of sale equipment, electric service to the site and any space(s) available for future expansion. Formal Engineering plans are not required.
8. A letter of commitment from the charging station host site (if different the applicant) expressing the commitment to host the chargers for a minimum of 5 years from when they are first operational.
9. A detailed quote (including a 5-year equipment warranty) as required in 5.1.2 and Appendix D.
10. A 5-year maintenance plan that includes the networking of chargers.
11. A detailed description of how each of the requirements listed in Section 4 is being met.

#### 5.1.2 Project Budget

Applicants must complete and submit the budget form provided in Appendix D itemizing the scope of work and the sources and amounts of all project funds. Please indicate the status of each fund and include supporting documents. Please attach the necessary contract and/or quote for each item.

As a reminder, all project costs must be necessary for and directly connected to the acquisition and installation of the EV charging station and meet the eligible costs requirements in Section 3.4.

#### 5.1.3 Applicant Certification Statement

Applicants must complete and submit the Application Certification Statement form provided in Appendix E acknowledging that Applicant eligibility requirements have been met and committing to complying with program requirements.

#### 5.1.4 Financial Requirements for Non-Government Applicants

Grant funding will be paid out as reimbursement of payments made by the recipients to cover actual costs incurred. Therefore, private sector and non-profit applicants must demonstrate the ability to provide sufficient funding to cover the upfront cost of the project in their application. This can be done by providing current documentation of any one of the following credit ratings:

Credit Agency	Rating
Standard & Poor's	AAA, AA, A or BBB
Dun & Bradstreet Viability	1, 2, 3, 4, or 5
Moody's	Aaa, Aa, A, or Baa
Fitch	AAA, AA, A, or BBB

If this demonstration cannot be made, a non-government applicant must submit a letter from a financial institution documenting they have time deposits (e.g. certificates of deposit), and/or funding available from a line of credit or loan, in an amount at least equal to the cost of the project. The financial institution shall be an entity whose operations are regulated and examined by a U.S. federal or state agency.

## 5.2 Application Review and Ranking Process

Applications will first be screened for eligibility, completeness and level of effort of the proposal. Ineligible and non-responsive applications will be eliminated from further review.

Due to the competitiveness of the program, not all eligible projects may be selected for funding. DMTF project applications will be evaluated and ranked consistent with the scoring parameters below. Project selection for the DMTF Program will be accomplished by a committee comprised of staff from Ohio EPA and the Ohio Department of Transportation (ODOT), with final project selections approved by the Ohio EPA Director. Decisions of the Director are final. Selected projects must also be submitted to the Trustee for the Volkswagen Mitigation Trust Fund.

Eligible applications will be evaluated and ranked based on the following criteria:

1. **Cost-Effectiveness:** The DMTF funded share of the total project cost described in the application will be divided by the number of chargers installed to determine the cost-effectiveness of the project, in dollars per charger installed. Consequently, applicants are encouraged to provide a strong local match for the project to score better in terms of cost-effectiveness.
2. **Availability:** Charging stations that are accessible to the public for more than the minimum 16 hours per day will be given a higher priority.
3. **Relative Location:** Charging stations that are further away from other existing publicly available chargers will be given a higher priority. Ohio EPA will determine distance from nearest publicly available charger using the tool at <https://afdc.energy.gov/stations/#/find/nearest>
4. **Traffic:** Charging stations at locations within 0.25 miles of higher functional class roads will be given a higher priority.
5. **Amenities:** Proposals with accessibility and proximity to amenities such as restrooms, food, restaurants, and retail shopping will be given a higher priority.
6. **Multiple chargers:** Proposals with dual port chargers or two or more single port chargers will be given a higher priority.
7. **Scalability/Future Proofing:** Proposals that are scalable and can expand the number of chargers available (to accommodate higher utilization rates in the future) without having to install additional conduit or electrical service capacity will be given a higher priority.
8. **State Term Contract for Public Entities:** Proposals using one of ***Ohio Department of Administrative Service's (DAS) Contract Number RS900320*** (Electric Vehicle Chargers and Equipment) will be given a higher priority.)
9. **Destination Charging:** Destination charging locations identified in Drive Ohio's "Electric Vehicle Supply Equipment Siting Study" will be given a higher priority.

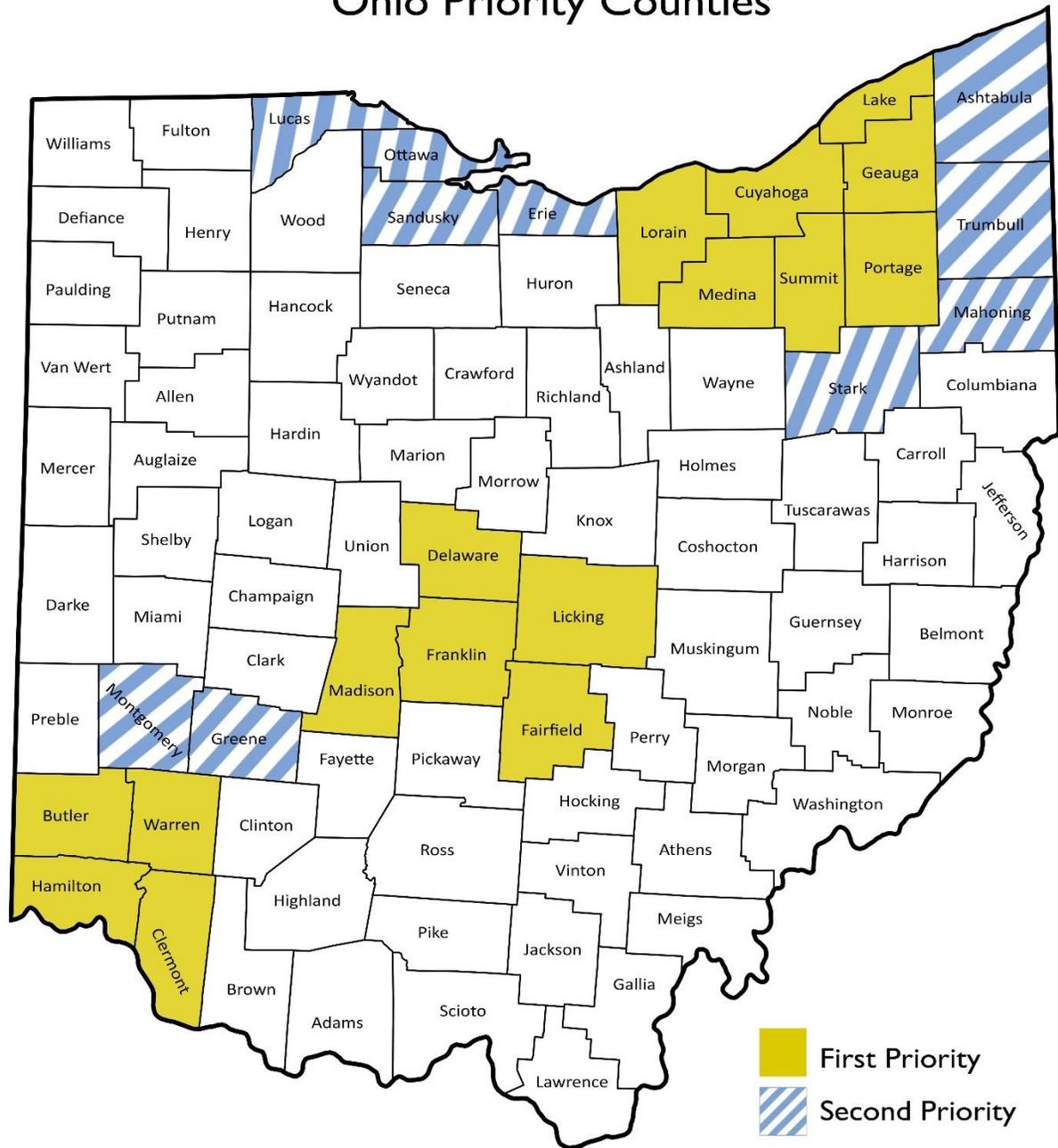
The committee may also consider the amount of DMTF funding an applicant has already received. The committee will consider an applicant's past performance on projects funded by Ohio EPA. Grant recipients who did not make satisfactory progress implementing those projects in a timely manner will not receive consideration.

## SECTION 6: APPENDICES

- Appendix A: Map of DMTF Ohio Priority Counties
- Appendix B: Applicant Project Proposal Template
- Appendix C: Using ODOT TIMS to find Roadway Functional Classification
- Appendix D: Applicant Project Budget Template
- Appendix E: Applicant Certification Statement
- Appendix F: Definitions, Acronyms and Abbreviations

**Appendix A: Map of DMTF Ohio Priority Counties**

# Diesel Mitigation Trust Fund Ohio Priority Counties



**Appendix B: Applicant Project Proposal Template**

Please see the link below for a fillable Word version of this template

<https://epa.ohio.gov/Portals/42/documents/VW/EVSE-Level2-RFA-ProjectProposal.docx>



## Diesel Mitigation Trust Fund Grant Application Project Proposal

I. Applicant Information					
Applicant Business Name (As shown on income tax return):					
TIN #:					
Mailing Address:					
City:		State:		Zip:	-
Applicant Type (Choose closest match):					
<input type="checkbox"/> Government <input type="checkbox"/> Business <input type="checkbox"/> Non-Profit <input type="checkbox"/> Local/Regional Planning Agency					
Applicant Role (Check all applicable boxes):					
<input type="checkbox"/> Site Host <input type="checkbox"/> Equipment Vendor <input type="checkbox"/> Electric Utility <input type="checkbox"/> Local/Regional Planning Agency					
Will you be using Ohio Department of Administrative Services' (DAS) <a href="#">Contract Number RS900320</a> (Electric Vehicle Chargers and Equipment) for this project?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Consultant/Grant Writer (If applicable):					
Title:					
Organization Name:					
Telephone Number:	(   )   -	Cell Number:	(   )   -		
Email Address:					
Authorizing Agent (Person Authorized to sign contracts on behalf of the applicant)					
Name:					
Title:					
Telephone Number:	(   )   -	Cell Number:	(   )   -		
Email Address:					
Fiscal Agent (Person who will be submitting expenditure reports)					
Name:					
Title:					
Telephone Number:	(   )   -	Cell Number:	(   )   -		
Email Address:					
Project Director (Single point of contact for the project)					
Name:					
Title:					
Telephone Number:	(   )   -	Cell Number:	(   )   -		
Email Address:					

**II. Project Information**

Project Title: \_\_\_\_\_

Project Budget **(must match Budget Template in Appendix D)**:

1	Line A: Total Estimated Project Cost	\$
2	Line B: Total Ohio EPA DMTF eligible project costs	\$
3	Line C: Grant funding requested from Ohio EPA DMTF program	\$
4	Line D: Grant funding requested as percentage (Line C/Line B)	\$
5	Line E: Total number of charging ports (Add 1 per single port and 2 per dual port charger):	
6	Line F: Grant funding requested per charging port to be installed (Line C/Line E)	\$

Project Summary:

*Example: The project will install two, level-two dual port charging stations with four connections for four publicly accessible electric vehicle parking spaces at the (ABC) Public library, located in (City/Village) at the intersection of (DEF) Street and (GHI) Road.*

***For proposals with multiple site locations, please list a separate paragraph for each location.***

**III. Site Information (If applicable, please complete Section III separately for each site, namely, III(A), III(B) etc.)**

**1. Site Name**

Site Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

County: \_\_\_\_\_ Zip: \_\_\_\_\_ -

Site Type:  Government  Non-Government

Other Description:

<b>2. Site Host</b>			
Site Host (Entity) Name:			
Site Ownership Status (check one): <input type="checkbox"/> Owner <input type="checkbox"/> Lessee (Please provide details below of lease terms, expiration and renewal)			
Contact Name:			
Contact Title:			
Telephone Number:	(    )       -	Cell Number:	(    )       -
Email Address:			
Please attach a letter expressing the commitment to host the chargers for a minimum of 5 years from when they are first operational.			
<b>3. Electric Utility</b>			
Electric Utility (Entity) Name:			
Contact Name:			
Telephone Number:	(    )       -	Cell Number:	(    )       -
Email Address:			
<b>4. Equipment Vendor (if selected)</b>			
Equipment Vendor (Entity) Name:			
Contact Name:			
Telephone Number:	(    )       -	Cell Number:	(    )       -
Email Address:			

**5. Describe the financial structure for this site location.**

*Include who will assume ownership of the project; receive any financial benefits; pay for maintenance and repair; and what the duration of the commitment to fund maintenance and repairs will be.*

*Please attach copies of contracts, operating agreements and any additional files electronically to your email application.*

**6. Please provide a map showing the proposed location with all major roadways included.**

*Attach to this application a visual depiction/map of the proposed site; how it can be accessed, surrounding roads and traffic patterns. Describe the specific street, building or parking lot and why it is suitable for the proposed project.*

*Please attach a map and any additional files electronically to your email application.*

**7. Using ODOT's TIMS site, list the name of the road with the highest "road functional classification" within 0.25 miles of the proposed location and include a (PDF) map showing the relative locations of both. See instructions in Appendix C. Please explain any additional details below as needed.**

**8. Please provide a diagram or schematic showing the parking space(s).**

*Show locations of existing and proposed designated EV charging parking space(s), charging equipment, point of sale equipment and electric service to the site. Also indicate any space available for future expansion. List and explain how this site meets **each requirement** of Section 4.1 of the RFA document.*

*Please attach a site schematic and any additional files electronically to your email application. Formal Engineering plans are not required.*

**9. Please provide details of the type of equipment you plan to install for EV chargers.**

*Describe the type and number of chargers the applicant is proposing for this site. List and explain how the equipment meets **each requirement** of Section 4.2 of the RFA document.*

*Please attach technical specifications and any additional files electronically to your email application.*

**10. Please list and describe how this site meets each of the project implementation and charging station operating requirements of Section 4.3 of the RFA document.**

**Also describe the proposed fee/rate structure to use the EV chargers if any? If no fees will be charged, please explain how site host will ensure that users don't occupy a charger longer than is needed to charge.**

*Please attach any ordinances, operating procedures, contracts and any additional files electronically to your email application.*

**11. Please attach documentation from your local utility that includes the following:**

*Description of the existing electrical service to the site, what upgrades may be needed, and preliminary cost estimates for those upgrades. Documentation must be coordinated with your local utility and needs to include the name of your utility representative listed in Item #3.*

*Please attach documentation electronically to your email or by hard copy with your mailed application.*

**12. Please identify the status of all necessary permits or other approvals required for the project:**

<i>Permit/Agreement Description</i>	<i>Not Required</i>	<i>Required, Application Not Yet Submitted</i>	<i>Application Submitted</i>	<i>Permit/Approval Received</i>	<i>Unsure If required</i>
Air/Land use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structural	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cultural/Historical Impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City Council/Board Approvals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please explain, if necessary:

**13. Please provide an estimated project schedule/timeline for project milestones:**

<i>Milestone</i>	<i>Proposed Completion Date</i>	<i>Notes</i>
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	

Please explain, if necessary:

--

**IV. Applicant Authorizing Agent Signature**

I hereby represent and certify that the foregoing and attached information, to the best of my knowledge and belief, **is true, complete and accurately describes the proposed activity/project** for which the financial assistance is being sought.

a. Signature of Applicant's Authorizing Agent:	
b. Date of signature:	
c. Authorizing Agent's name ( <i>typed</i> ):	
d. Authorizing Agent's title or relationship to Applicant:	
e. Applicant (Entity) Name:	
f. Authorizing Agent Phone Number:	
g. Authorizing Agent Email Address:	

Email pdf of completed application to [evcharging@epa.ohio.gov](mailto:evcharging@epa.ohio.gov)

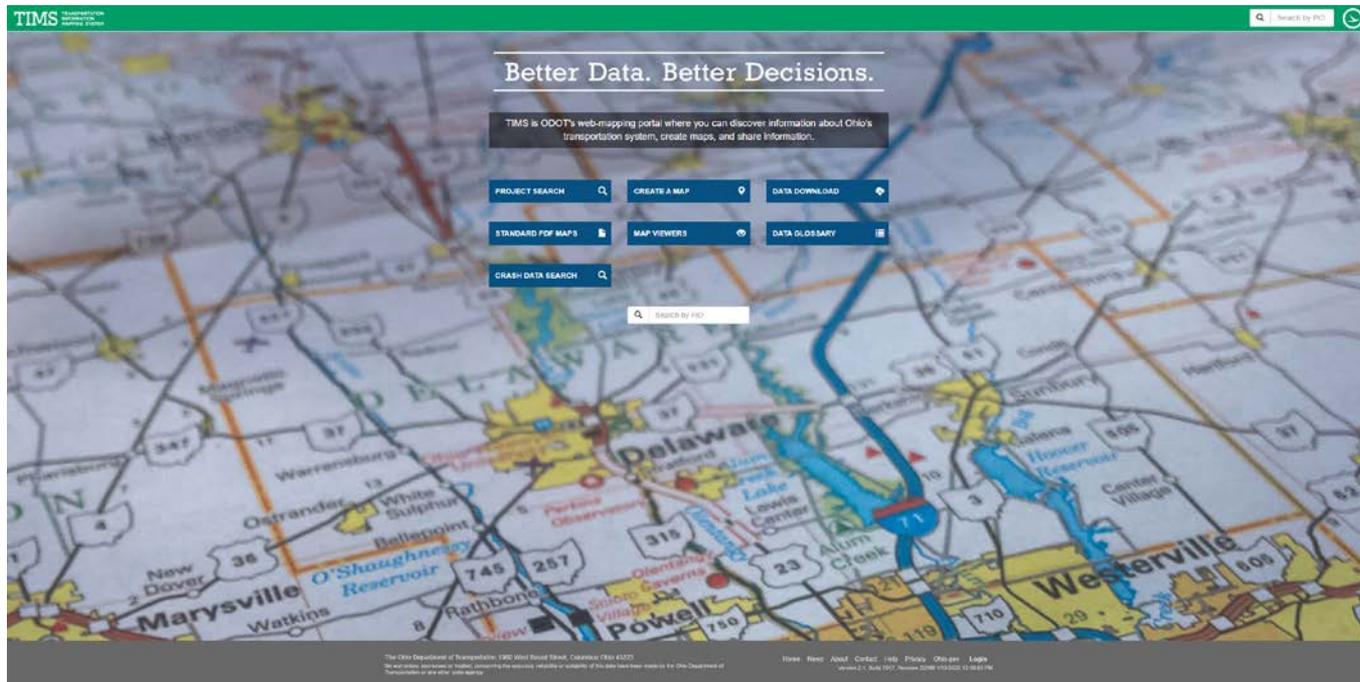
## **Appendix C: Using ODOT TIMS to find Roadway Functional Classification**

# USING ODOT TIMS TO FIND ROADWAY FUNCTIONAL CLASSIFICATION AND MEASURING



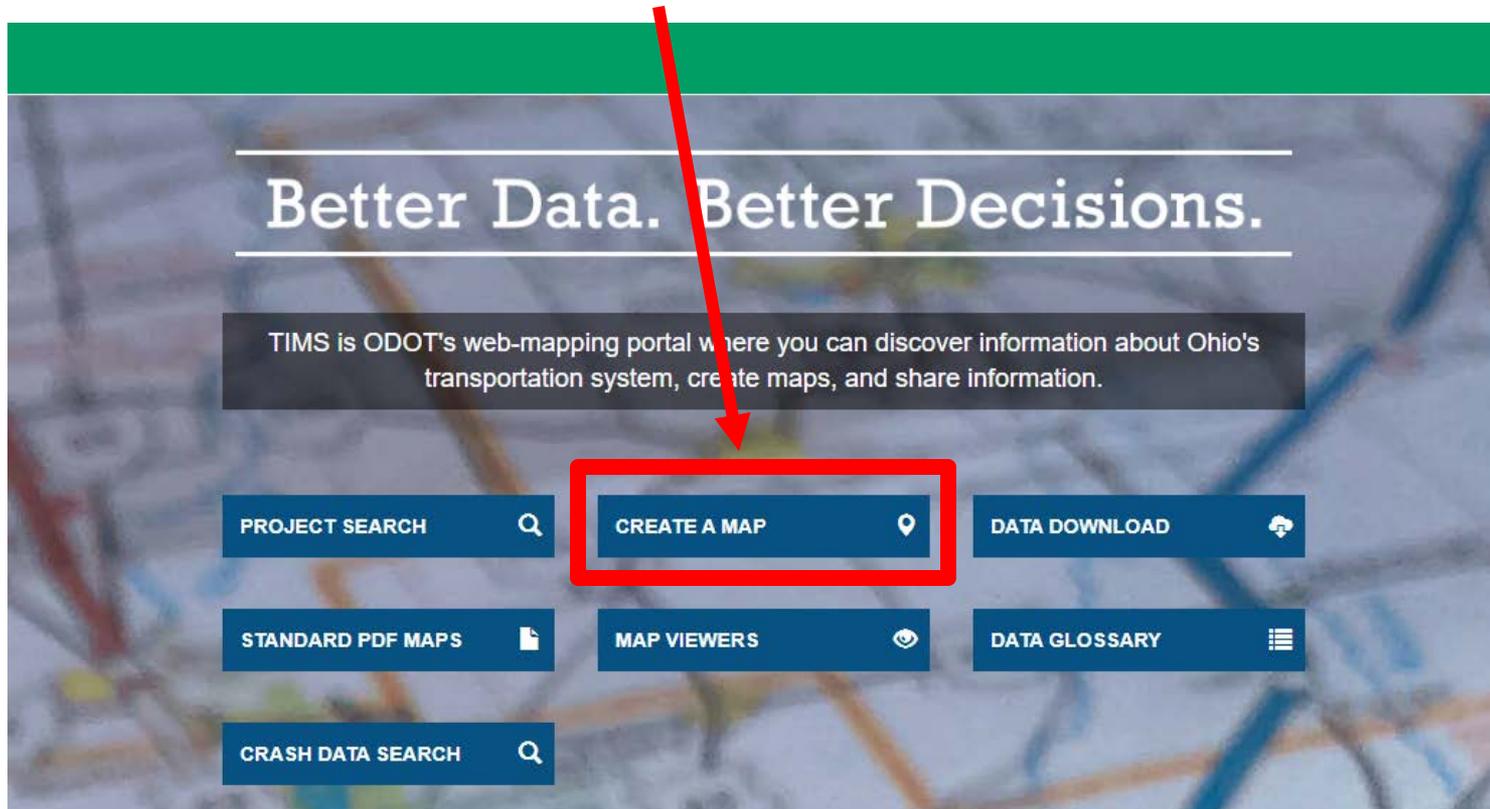
# STEP 1 - NAVIGATING TO THE TIMS SITE

- Go to: <https://gis.dot.state.oh.us/tims>
- Below is what the website looks like



# STEP 2 - CLICK ON CREATE A MAP

- Click the [Create A Map](#) button



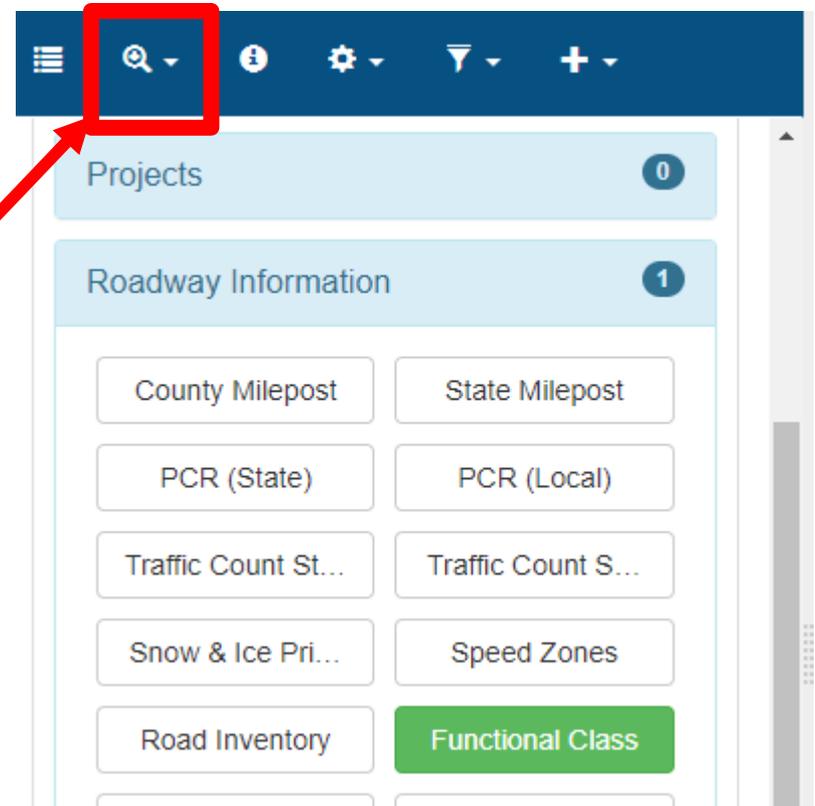
# CREATE A MAP TIMS SITE

- o This is what the Create A Map site looks like:

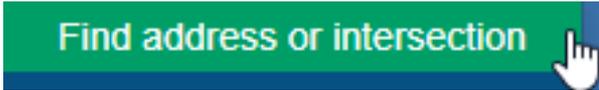
The screenshot displays the TIMS (Transportation Information Management System) interface for creating a map. The top navigation bar includes links for Project Search, Create a Map, Data Download, Standard PDF Maps, Map Viewers, and Data Glossary. A search bar is located in the top right corner. The main area is a map of the United States with various layers overlaid. On the left, a 'Layers' panel is visible, listing categories such as Assets, Boundaries, Environmental, Projects, Roadway Information, and Safety, each with a corresponding icon. Below the map, a 'Results' section shows '10 records per page' and a search bar. The bottom of the page includes navigation buttons for 'First', 'Previous', 'Next', and 'Last', and a status indicator 'Showing 0 to 0 of 0 entries'.

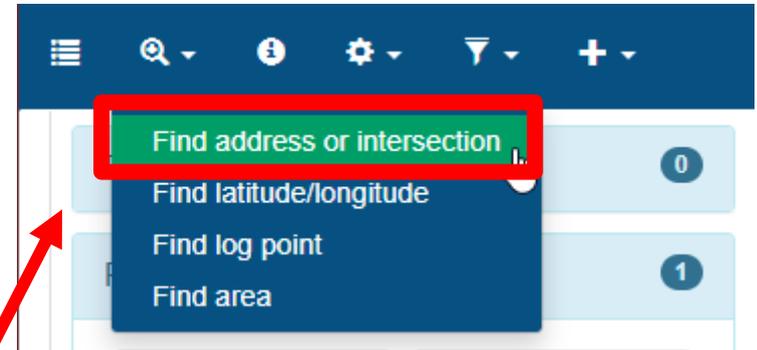
# STEP 3 - FINDING YOUR LOCATION

- On the tool bar you will see a icon that looks like this:  Click on it.



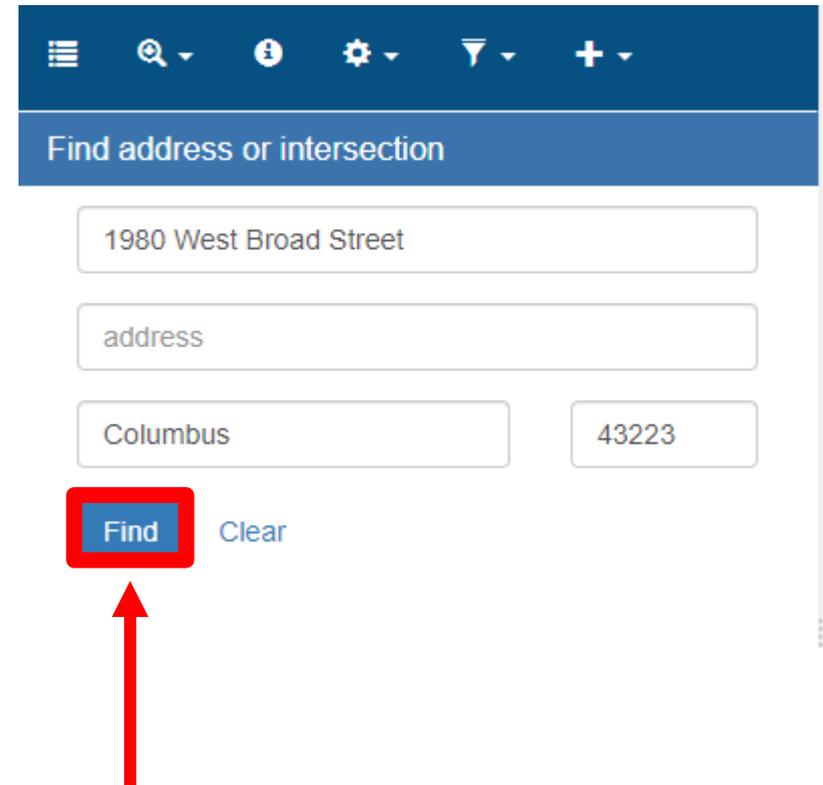
# STEP 3 - FINDING YOUR LOCATION

- When the magnifying glass is clicked on, a new drop down menu will appear with four options. Click on 



# STEP 3 - FINDING YOUR LOCATION

- A new window will appear where you will type the address of your proposed EV location.

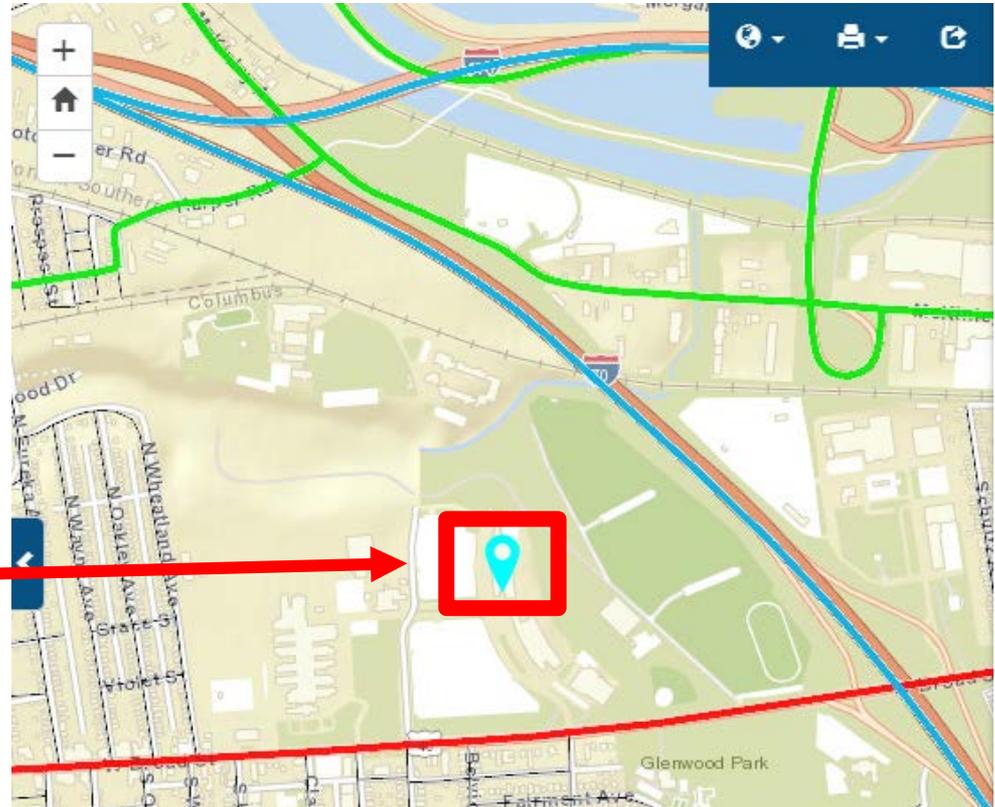


The screenshot shows a search interface with a dark blue header containing navigation icons. Below the header is a search bar with the text "Find address or intersection". The search bar contains the text "1980 West Broad Street". Below the search bar is a dropdown menu with the text "address". Below the dropdown menu are two input fields: the first contains "Columbus" and the second contains "43223". Below the input fields are two buttons: "Find" and "Clear". The "Find" button is highlighted with a red border and a red arrow points to it from below.

- Click **Find** button when done. This will bring up your proposed EV location.

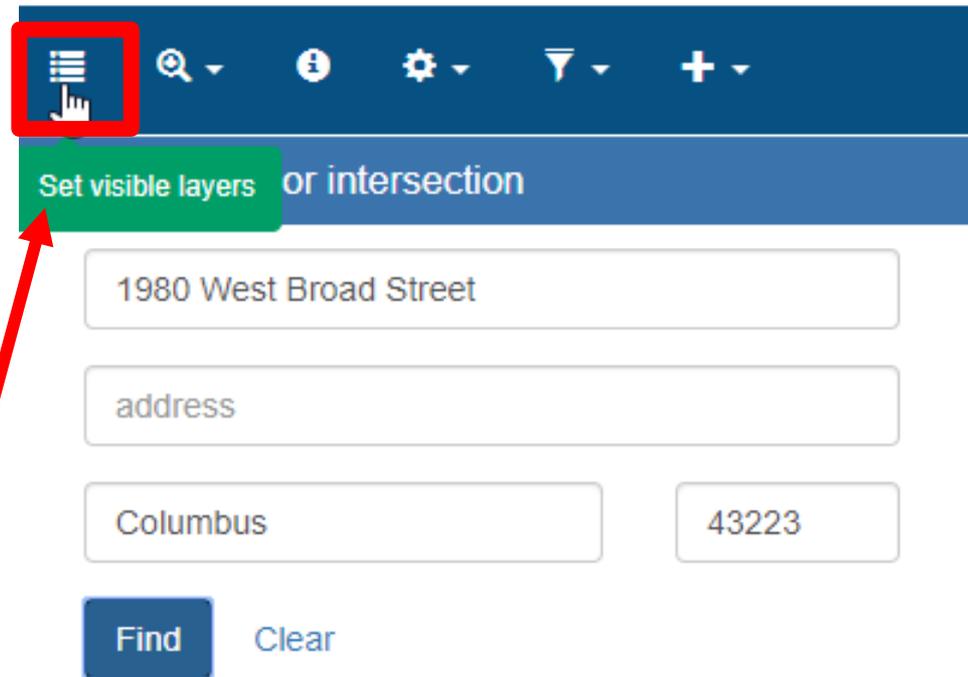
# STEP 3 - FINDING YOUR LOCATION

- On the map a new marker will appear showing your location's address.



# STEP 4 - ADDING A LAYER TO THE MAP

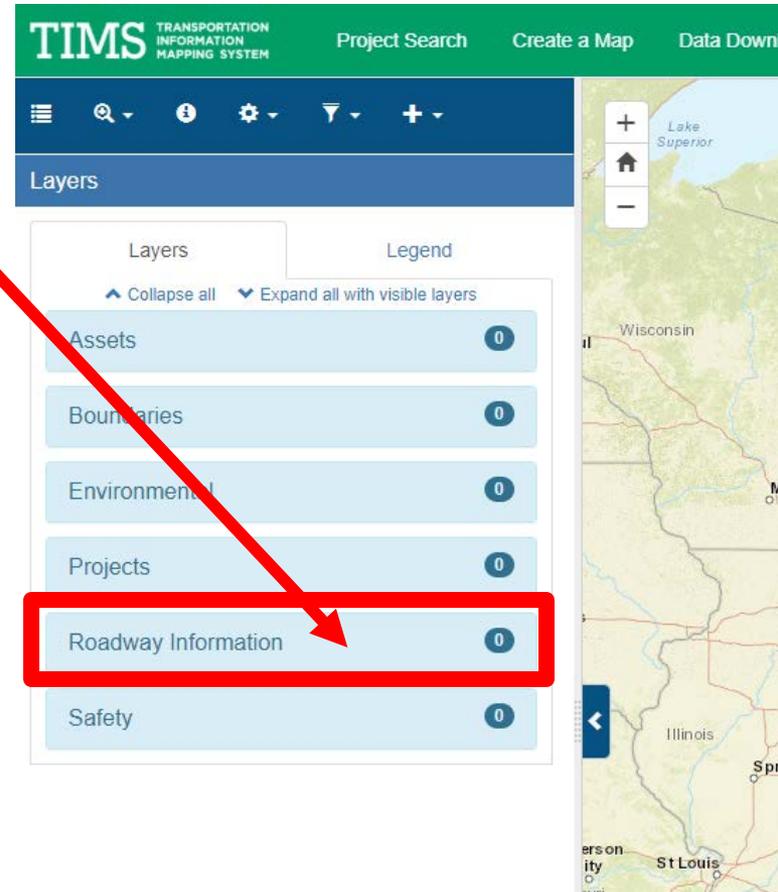
- You are now going to add a layer to the map. To do this, click the icon in the far left corner of the page. The icon is above the word *Find*



# STEP 5 - OPEN THE ROADWAY INFORMATION

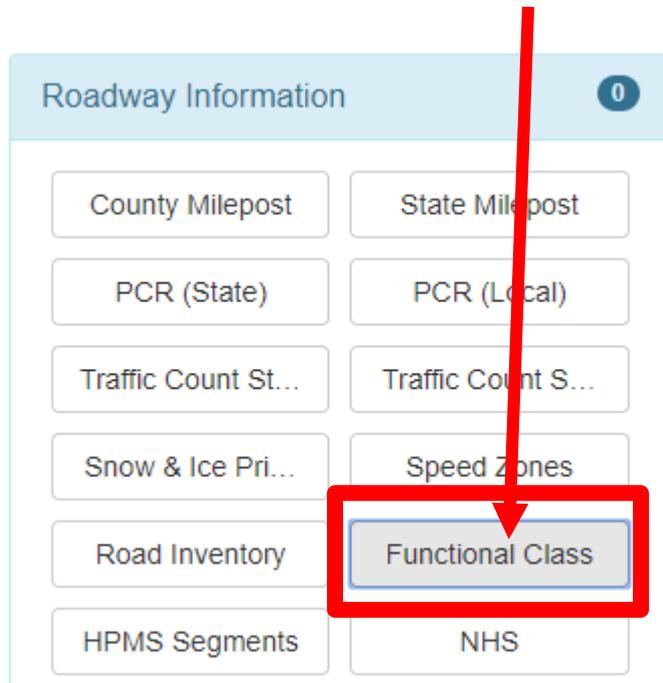
- Click the **Roadway Information** button on the left side.

This is where the functional class information is located

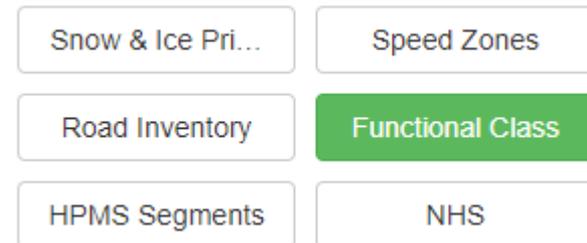


# STEP 6 - ADD FUNCTIONAL CLASS TO THE MAP

- Click the **Functional Class** button to add the information to the map

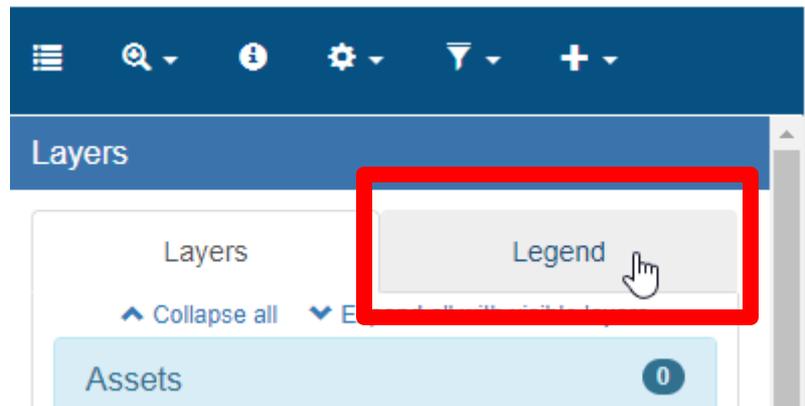


The button will turn green to indicate that information has been added to the map.



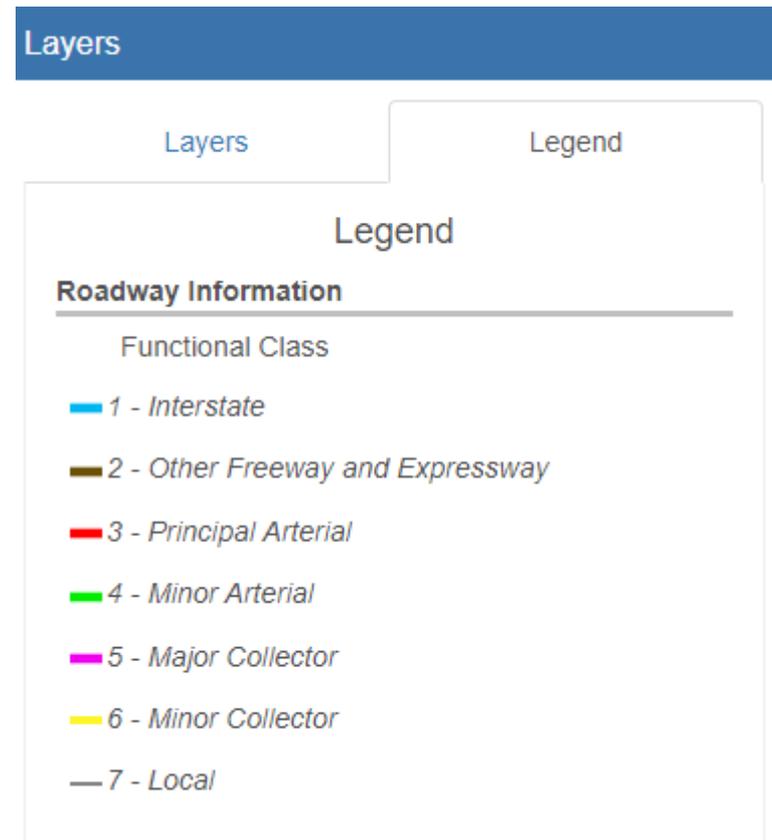
## STEP 5 - CLICK THE LEGEND TAB

- At the top of the Layers menu is a tab called **Legend**. Click on that. This will give you information about what each of the roadway colors mean.



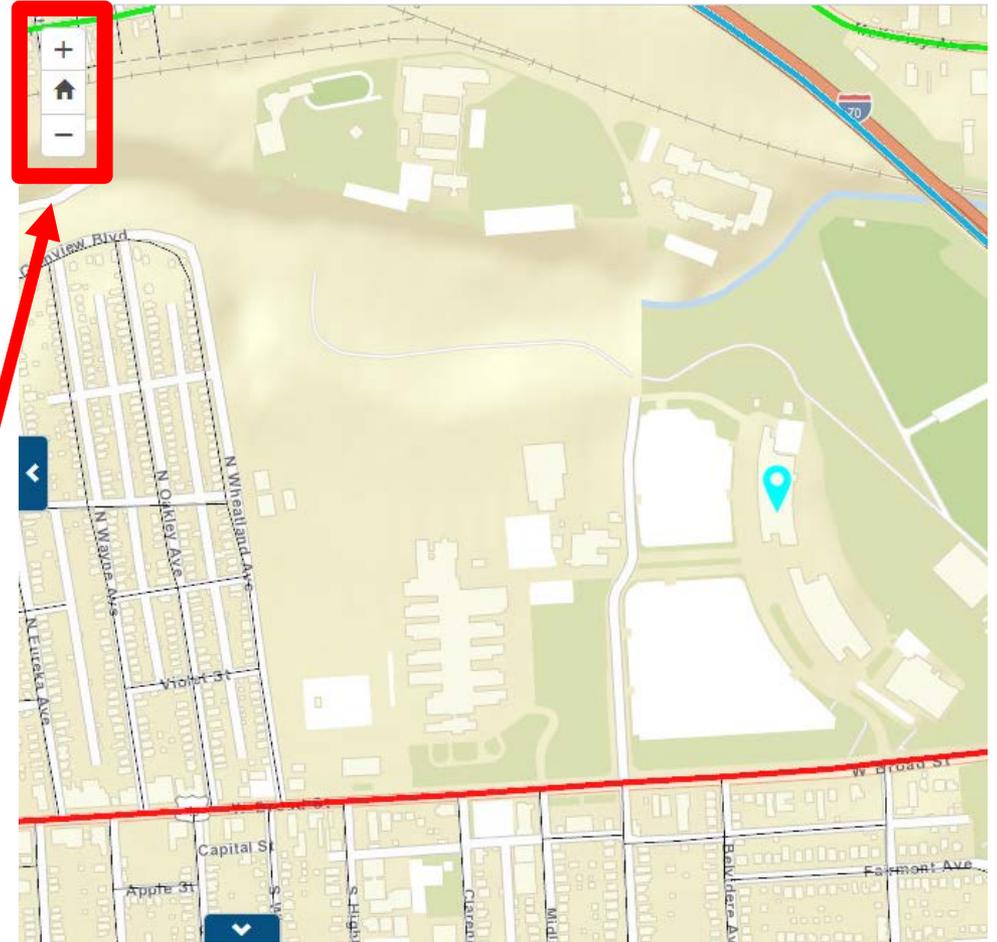
# WHAT THE LEGEND LOOKS LIKE

- To the right, you can see what the legend should look like. The order of the legend goes from highest functional class (Class 1 Interstate) to lowest (Class 7 Local).



# STEP 7 - ZOOM INTO YOUR PROJECT LOCATION

- With the mouse cursor hovering over the map, scroll up to zoom into the possible site location.
- You can also use the **plus and minus buttons**, in the upper left, to zoom in or out.
- The  **home button** will return the map to a zoomed out view of midwestern US.



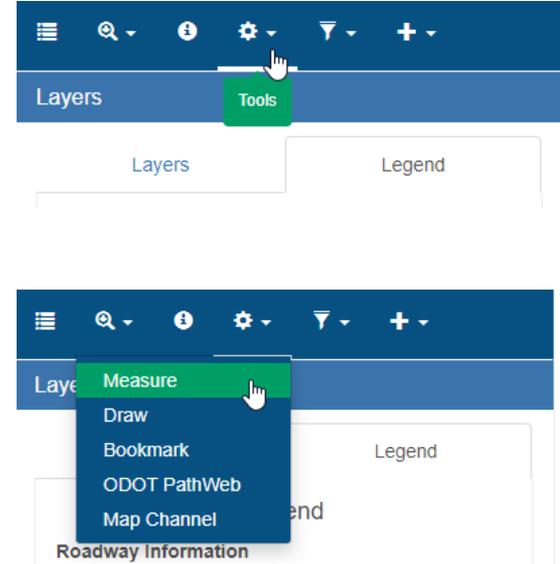


# STEP 9 - SEE IF PROPOSED LOCATION IS WITHIN ¼ OF A MILE

- You will use the TIMS measuring tool to see if your proposed location is within .25 miles of the highest functional class road.

To do that click the  gear icon that is directly above the Layers menu tab.

In the new drop down menu Click on [Measure](#).



# STEP 10 - THE MEASURE MENU

- The Measure menu, shown to the right, should have replaced the Layers menu.
- The **Distance** category is the one to look at on this menu. Make sure Miles is selected and click the **Measure** button.

Measure

Double-click to finish drawing polygon and line graphics.

Area:

Square Miles

Distance:

Miles

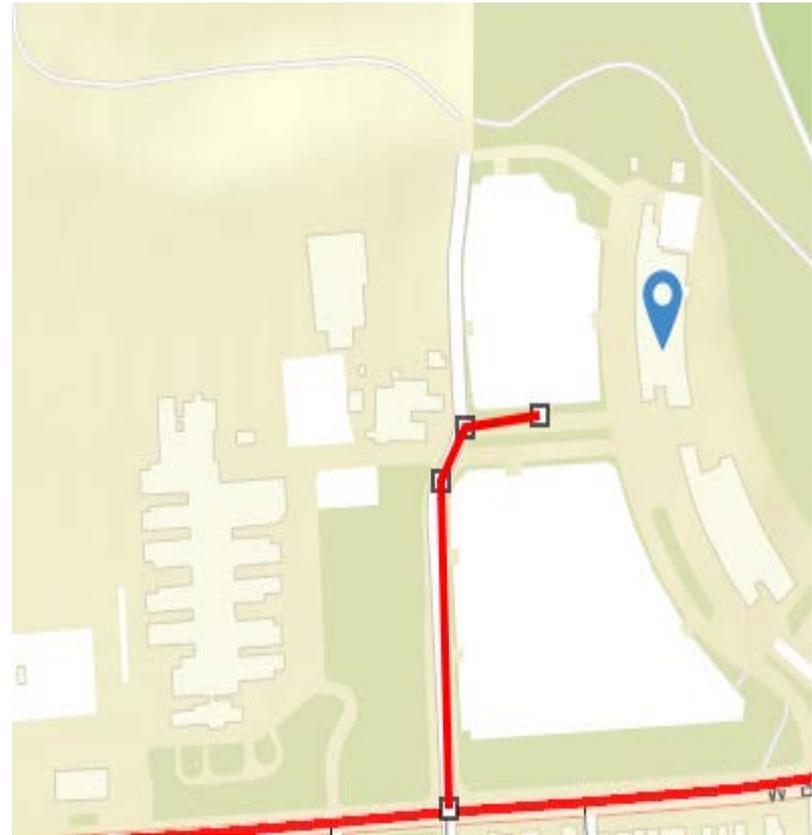
Location:

State Plane North

Clear

# STEP 11 - MEASURING ON THE MAP

- When the measure button is clicked, the mouse cursor changes to a plus sign.
- On the map click your proposed location to start. Follow any streets that lead to the highest functional class road you identified in step 7.
- You will need to click each time you need to add a turn.
- When you are completely done, double click the mouse.\*

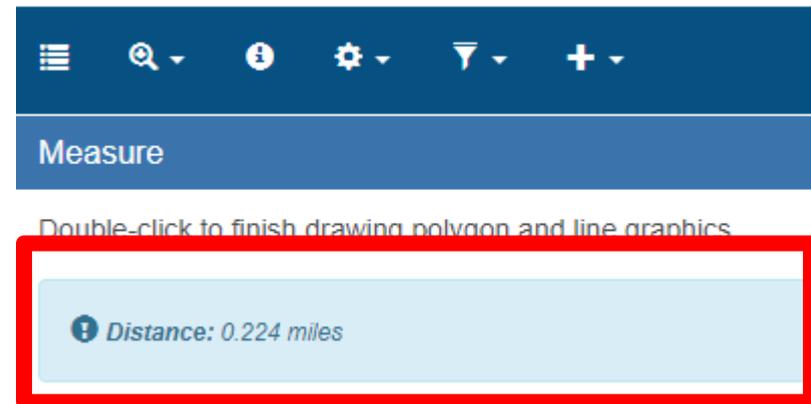


\*If you are measuring to a limited access roadway (i.e. interstate), only measure to the beginning of the on ramp.

# STEP 12 - CHECK YOUR DISTANCE

- Once the line is drawn, a Distance box appears in the Measure menu.

Your measurement will need to be within 0.25 miles of the road you measured to in order to count that as the highest functional class in the area.



**\* If your proposed site location is within .25 miles of the nearest and highest functional class road, skip to Step 13.**

# OPTIONAL STEP 13 - CLEAR THE PAGE

- If another measurement is needed, you can clear the page and redraw your line.
- To clear, click the word **Clear** located within the Measure menu

Measure

Double-click to finish drawing polygon and line graphics.

**i** Distance: 0.158 miles

Area:  
Square Miles

Distance:  
Miles

Location:  
State Plane North

**Clear**

## STEP 14 - SAVING A COPY OF YOUR MAP

- Part of the process is showing verification of the distance from your proposed site to the nearest road with the highest functional classification.
- To do this you will need to take a screen shot of the map.
- The screen shot must have the Distance box with the distance shown and the drawn line from your site to the road you chose.

# STEP 14 - SCREENSHOT OPTIONS

- There are a few different ways to take a screen shot.
  - Option 1 - Use the Print Screen Button on your keyboard.
  - Option 2 - Use the Windows Snipping Tool.

# SCREENSHOT OPTION 1 - PRINT SCREEN KEY

- On your keyboard you might see a button labeled: **PRT SC**
- This button is usually located above the arrow keys and next to the F12 button.



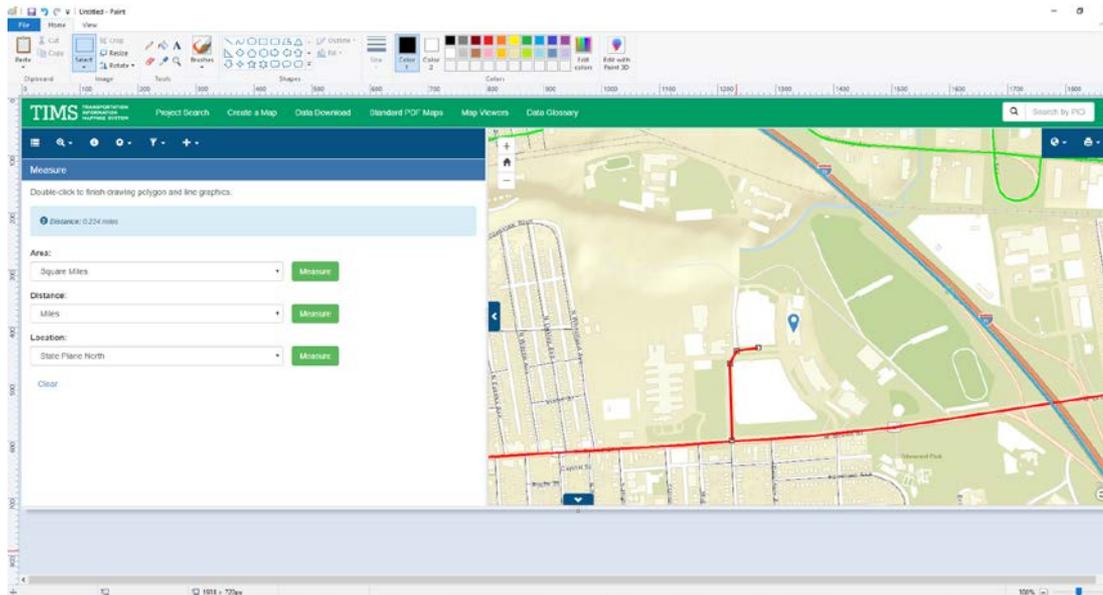
# SCREENSHOT OPTION 1 - PRINT SCREEN KEY

- Press the PRT SC key and a screen shot of your opened window will automatically be copied.



# SCREENSHOT OPTION 1 - PRINT SCREEN KEY

- Open Microsoft Paint, Word, or the program of your choice and paste the screenshot.
- In the example below, Microsoft Paint has been chosen.
- To paste, click the  Paste button.

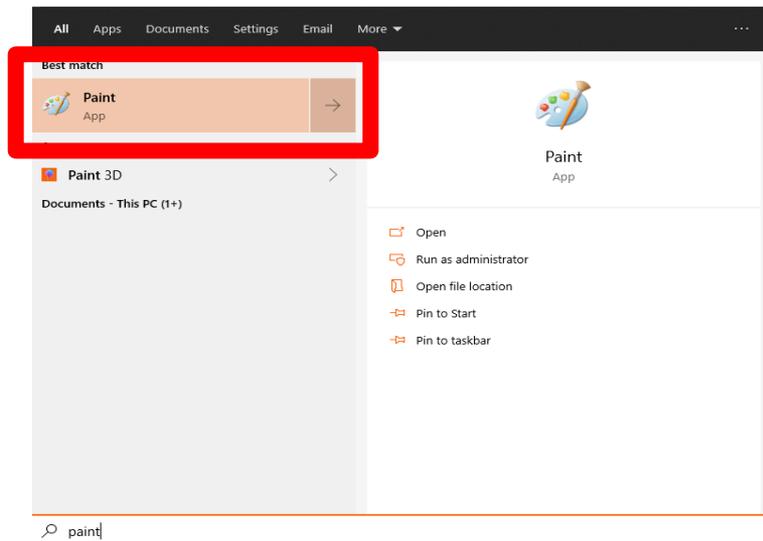


# SCREENSHOT OPTION 1 - PRINT SCREEN KEY

- Opening Paint
  - Click on the **Start Button** on the bottom left of the screen.

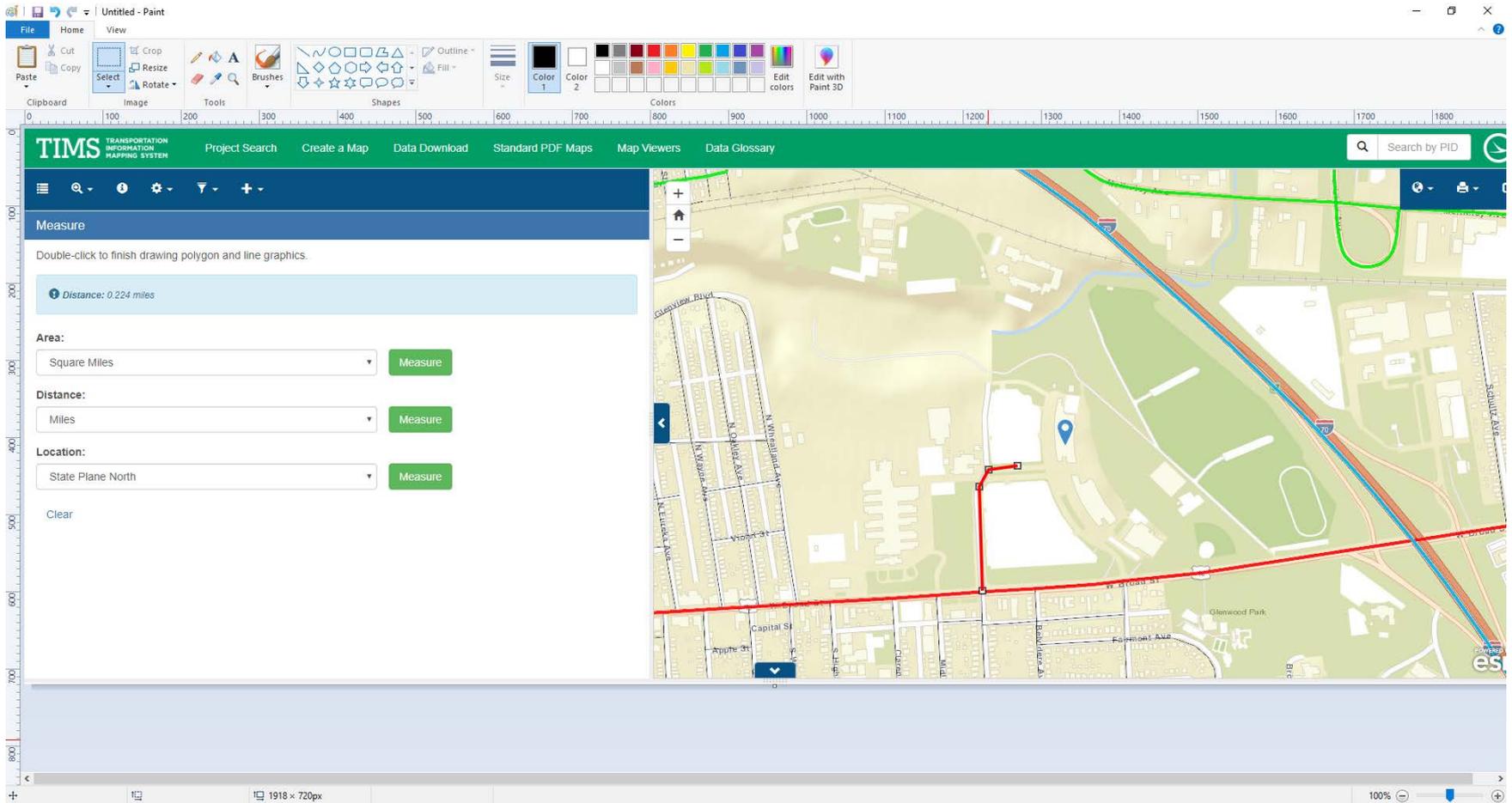


If you start typing, **Paint**, the computer will search for the app. Click the app to open it.



# SCREENSHOT OPTION 1 - PRINT SCREEN KEY

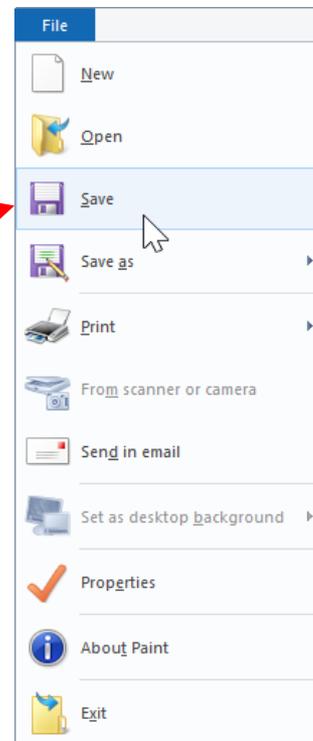
- To paste, click the  Paste button.



# SCREENSHOT OPTION 1 - PRINT SCREEN KEY

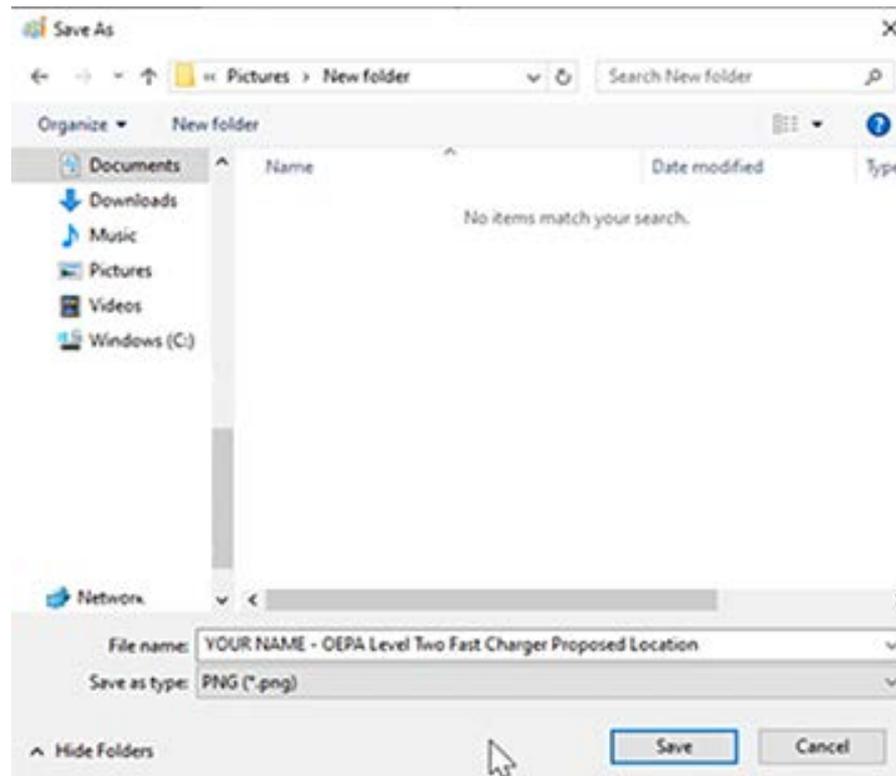
- Save your image by clicking  File button.
- This will bring up a new menu.

Click on the **Save** button to start the save process.



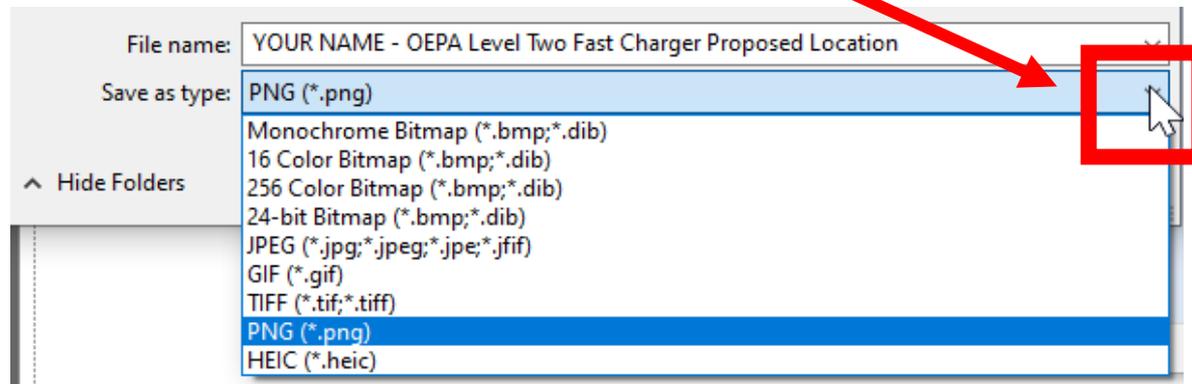
# SCREENSHOT OPTION 1 - PRINT SCREEN KEY

- A new box will pop up - Save dialog box.



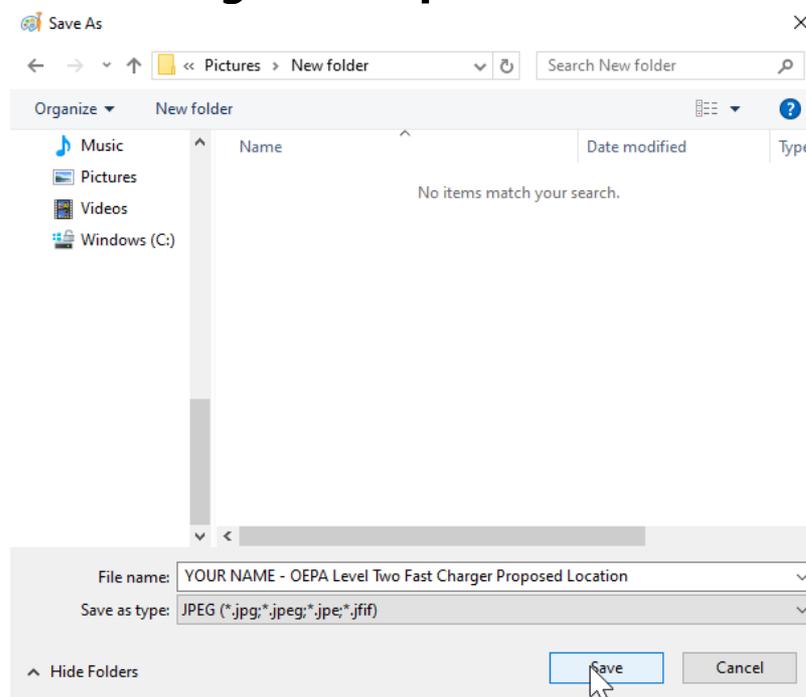
# SCREENSHOT OPTION 1 - PRINT SCREEN KEY

- The file name should be you or your company/municipality/county's name - OEPA EV Charger Proposed Location.
- Before you hit save change the PNG to **JPEG** by clicking the down arrow in the PNG box.



# SCREENSHOT OPTION 1 - PRINT SCREEN KEY

- Click **Save** and your picture is now saved



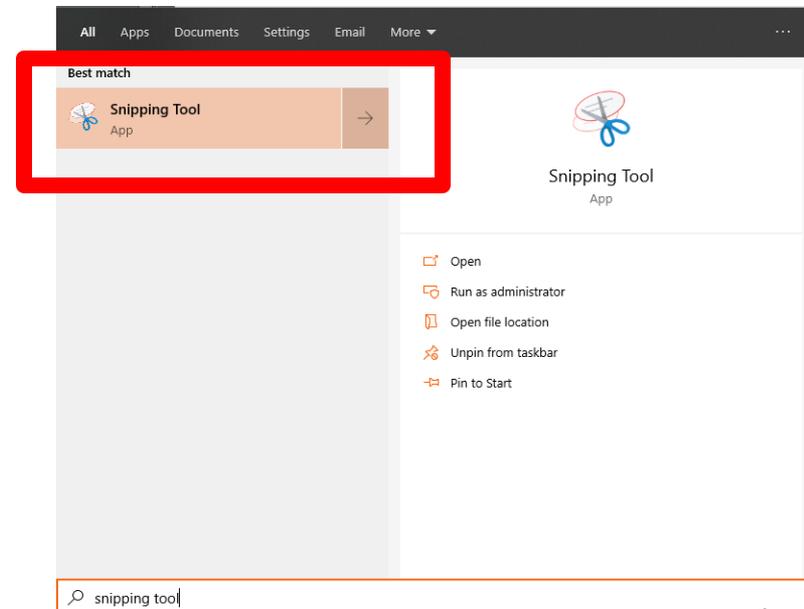
- You may move to the second to last page.

# SCREENSHOT OPTION 2 - WINDOWS SNIPPING TOOL

- Opening the Windows Snipping Tool
  - Click on the **Start Button** on the bottom left of the screen.

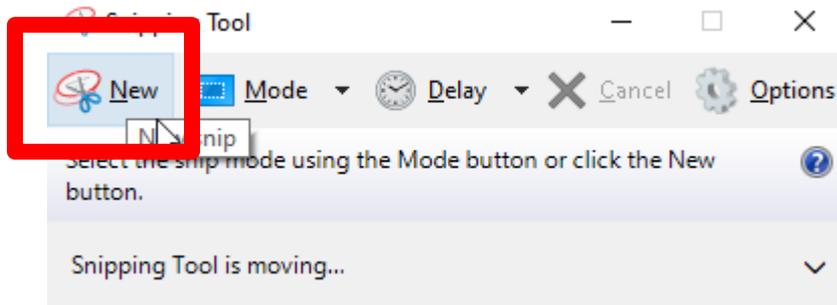


If you start typing, **Snipping Tool**, the computer will search for the app. Click the app to open it.

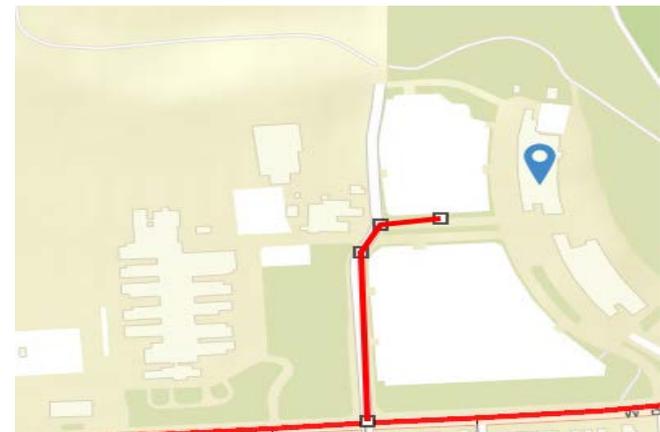


# SCREENSHOT OPTION 2 - WINDOWS SNIPPING TOOL

- The Snipping Tool should now appear on your desktop. Click New to begin.



- The desktop will change to an opaque color and the mouse cursor should now be a cross.

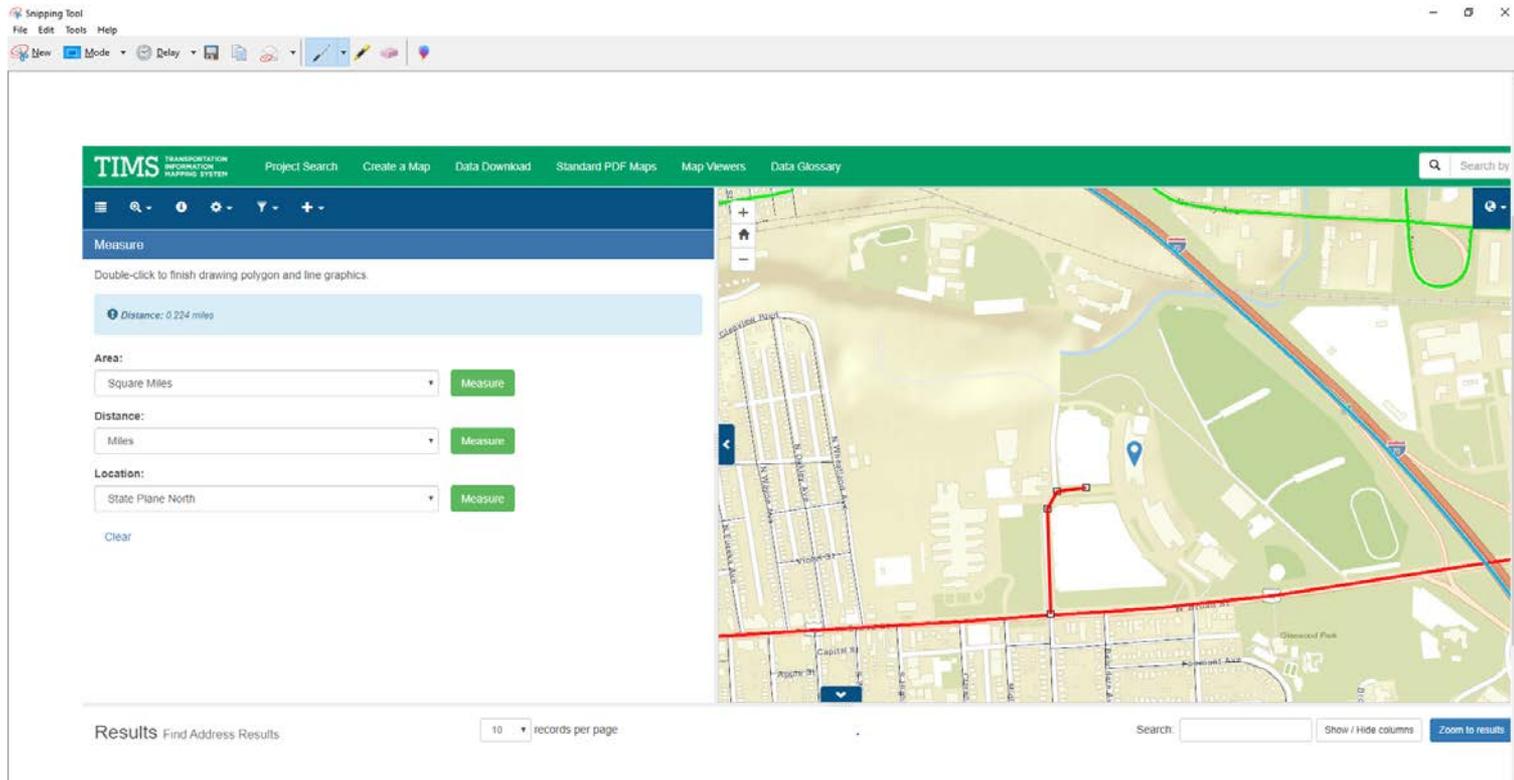


## SCREENSHOT OPTION 2 - WINDOWS SNIPPING TOOL

- Click on the TIMS Mapping window to select the area for your screenshot.
- Drag the cross to create a rectangle which will form your screen shot.
- Make sure the drawn line and distance are within your rectangle.

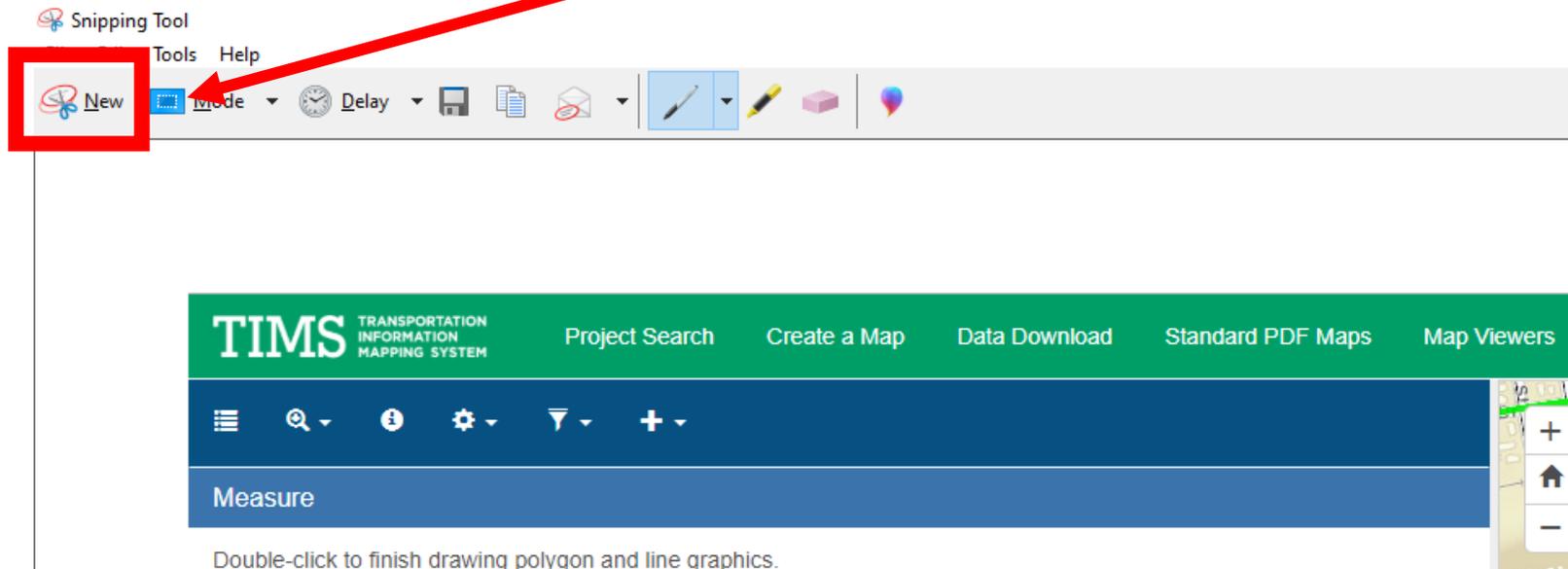
# SCREENSHOT OPTION 2 – WINDOWS SNIPPING TOOL

- Once you let go of the mouse button (unclick), a new window will appear.



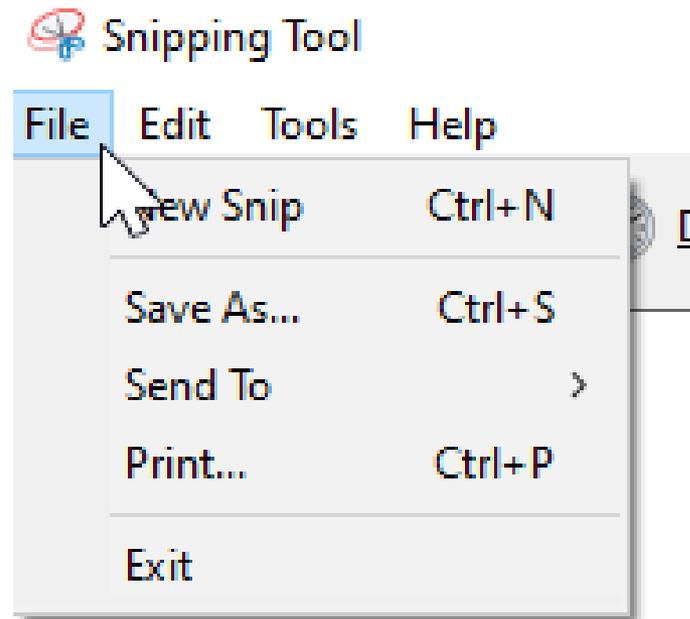
# SCREENSHOT OPTION 2 – WINDOWS SNIPPING TOOL

- If you are not satisfied with your screenshot you can click the **New button** to restart the screenshot process.



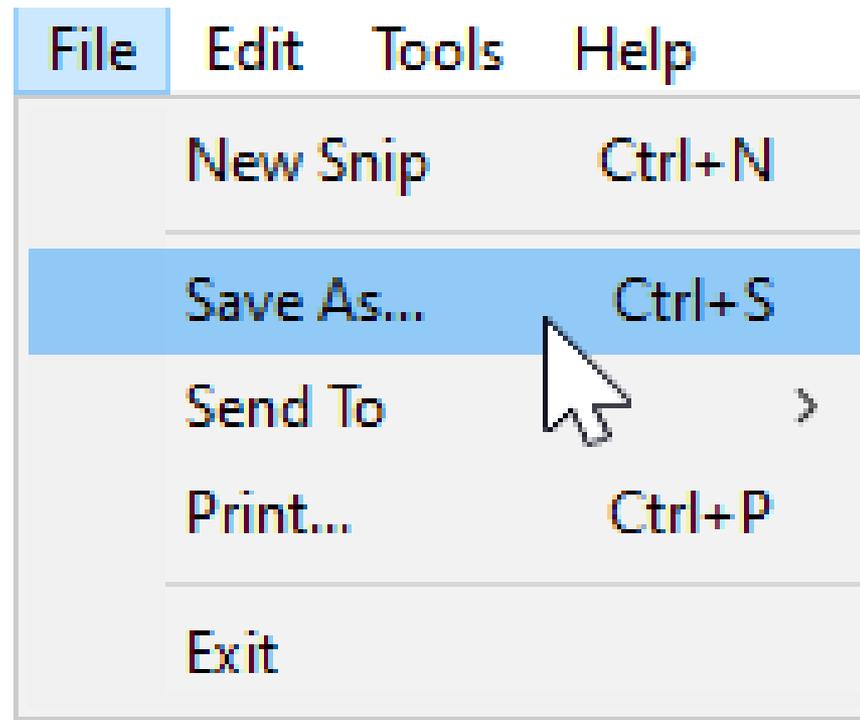
# SCREENSHOT OPTION 2 – WINDOWS SNIPPING TOOL

- If you are satisfied, save your screen shot.
- Click the word **File** and a new menu will appear.



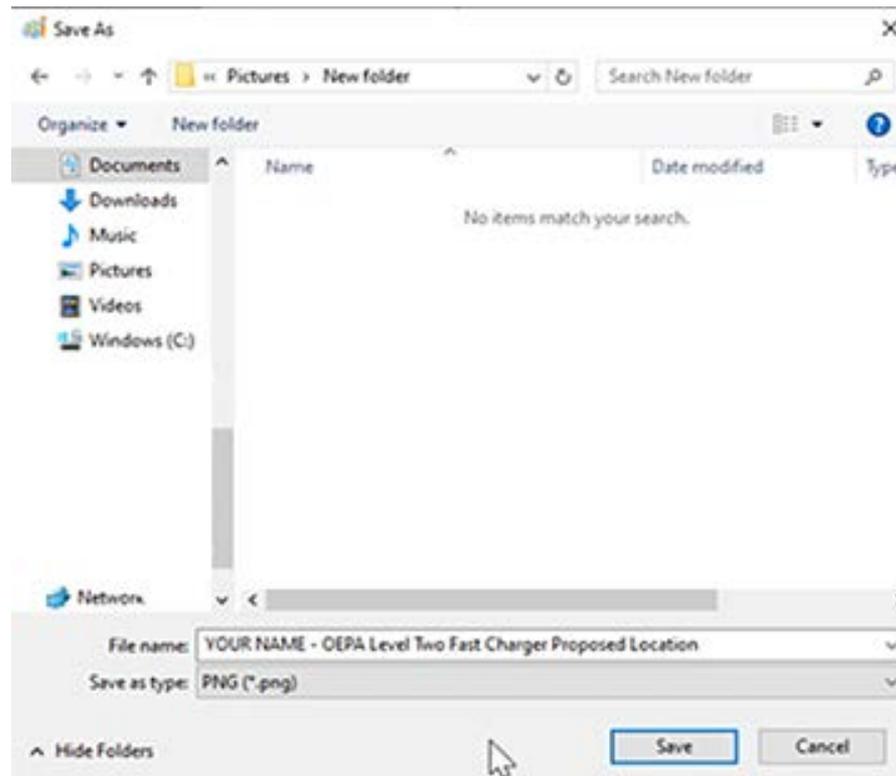
# SCREENSHOT OPTION 2 – WINDOWS SNIPPING TOOL

- Click the **Save As...** to start the saving process



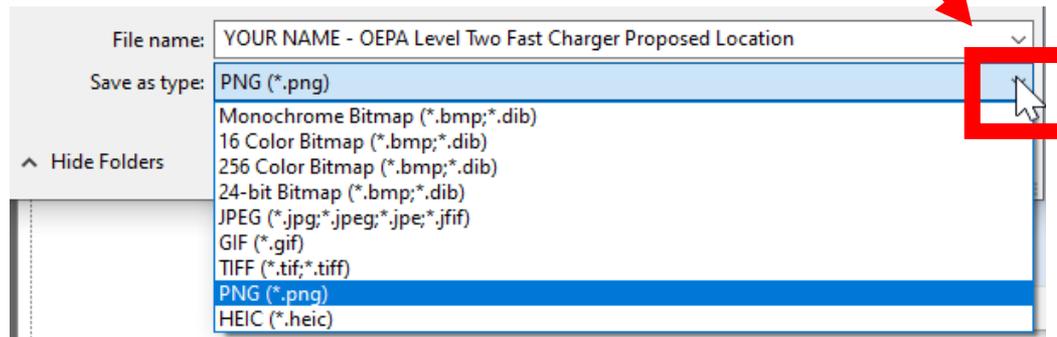
# SCREENSHOT OPTION 2 – WINDOWS SNIPPING TOOL

- A new box will pop up – Save dialog box.



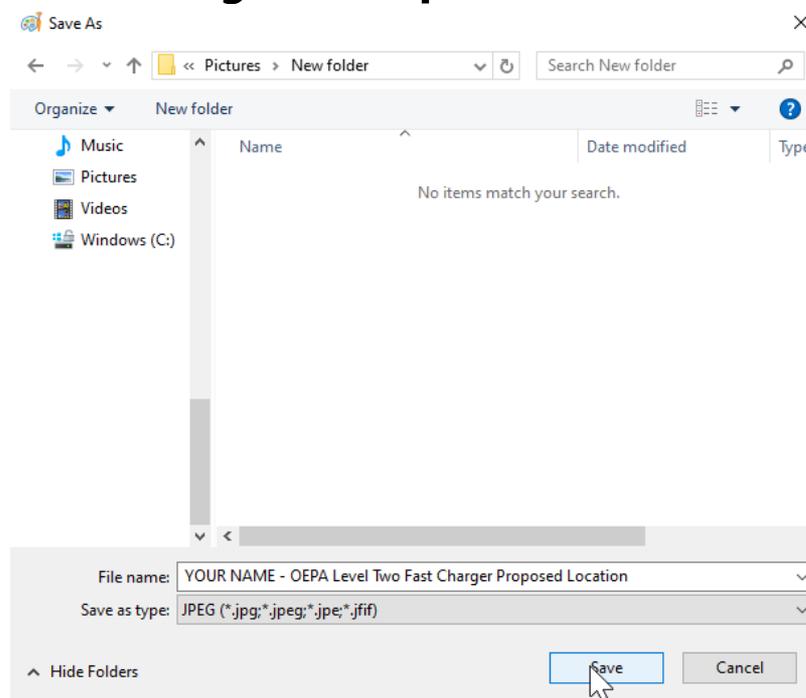
# SCREENSHOT OPTION 2 – WINDOWS SNIPPING TOOL

- The file name should be you or your company/municipality/county's name - **OEPA EV Charger Proposed Location**.
- Before you hit save make sure the Save as type is **JPEG**. If it is not, click the down arrow and change to **JPEG**.



# SCREENSHOT OPTION 2 – WINDOWS SNIPPING TOOL

- Click **Save** and your picture is now saved



- You may move onto the next page.

## STEP 15 - EMAIL A COPY OF YOUR MAP

- Add a copy of your proposed EV charger map to the rest of your grant application package and email to Ohio EPA:

Carolyn Watkins

[Carolyn.Watkins@epa.ohio.gov](mailto:Carolyn.Watkins@epa.ohio.gov)

Alauddin Alauddin

[Alauddin.Alauddin@epa.ohio.gov](mailto:Alauddin.Alauddin@epa.ohio.gov)

CONGRATULATIONS!  
YOU ARE DONE.

## **Appendix D: Applicant Project Budget Template**



## **Appendix E: Applicant Certification Statement**

## Diesel Mitigation Trust Fund Applicant Certification Statements

Applicant (Entity) Name: \_\_\_\_\_

### Certification Questions

1. Does the Applicant have any outstanding financial liabilities with state or local governments in Ohio?
  - a. Does the Applicant owe any delinquent taxes to the State of Ohio (the "State") or a political subdivision of the State such as a city or a county?
  - b. Does the Applicant owe any monies that are past due to the State or a state agency for the administration or enforcement of the environmental laws of the State?
  - c. Does the Applicant owe any other monies that are past due to the State, a state agency or a political subdivision of the State?
  - d. Is the Applicant the subject of any existing tax lien filed in the State of Ohio?
  - e. Is the Applicant the subject of any unresolved finding for recovery issued by the Ohio Auditor of State?  
 Yes             No
  
2. Has the Applicant (including any related company or officers of the Applicant) been:
  - a. convicted of a felony?
  - b. convicted of or enjoined from any violation of state or federal securities law?
  - c. named a party to any consent order or court entry with respect to an alleged state or federal securities law violation?  
 Yes             No
  
3. Has the Applicant been a defendant named in a civil or criminal action filed with a state or federal court in Ohio?  
 Yes             No

In case of a yes answer to any of the above questions, please provide a brief narrative explanation (attach separate pages as needed).

Upon request by Ohio EPA, Applicant may be required to provide more detailed information including, but not limited to, the amounts, and case status, location and identification numbers (if applicable).

### Statement of Certification by Applicant's Authorizing Agent

*Instructions: Please have the Applicant's Authorizing Agent read the Statement of Certification below, **check every applicable box**, and sign the certification statement in Table 1, row a. If the project is selected for funding, this statement will become a legally binding exhibit in the grant agreement.*

I certify that, to the best of my knowledge, the information contained in this application and in the supplemental material provided on behalf of the Applicant is correct and complete. I certify that the funding requested satisfies the eligibility requirements for the Diesel Mitigation Trust Fund program ("Program") as represented by Ohio Environmental Protection Agency ("Ohio EPA") in the Request for Applications and related materials. I certify that I understand as Applicant's authorizing representative ("Authorizing Agent") that the funding under the Program is subject to restrictions and other conditions listed in the Program Request for Applications, including but not limited to:

- The Applicant will **use the funding awarded under the Program for the specific purposes** defined in the Program Request for Applications.
- The Applicant certifies that the **equipment to be purchased under this Program conform to the requirements** defined in the Request for Applications.
- The Applicant is responsible for the maintenance of the new equipment for a minimum period of five years from the date of delivery or installation.** As needed, the Applicant will avail itself of the warranty and an additional preventative maintenance agreement in order to ensure that the equipment funded under this Program remains in good working order for at least five years following installation. Applicant further certifies that any preventative maintenance agreements procured for servicing will not invalidate the aforementioned warranty.

- The Applicant certifies that the purchase of the products and/or services presented for reimbursement will be **procured in a manner compliant with state and local procurement and contracting law**. The Applicant understands that grant recipients are responsible for providing proof that competitive procurement practices and applicable state and local law were followed. The Applicant understands that if all or part of the products and/or service expenses presented for reimbursement were not procured or contracted in a manner compliant with state and local procurement and contracting law, those products and/or services are ineligible for Program reimbursement from the VW Environmental Mitigation Trust Fund or any other fund.
- The Applicant will not use funding under the Program to purchase hardware or services for which the Applicant has received, or will receive, **full payment from another source or under another Program**.
- The Applicant will submit a **closing activity and fiscal report** to Ohio EPA upon completion of the project, an interim progress report every six months for the duration of the project as required by the terms of the grant contract, and a semi-annual report for five years after completion of the project confirming that DMTF-funded equipment is being operated in eligible Ohio counties in accordance with the requirements defined in the Program Request for Applications.
- The applicant will provide the Ohio EPA **access to equipment** being funded by this Program, facilities where the equipment is located, and documentation related to funding received from this Program, based on reasonable notice of a request for such access.
- The applicant will use the equipment purchased or installed with funding from the Program in accordance with **manufacturer's specifications**.
- The applicant has received **approval from the organization's governing body**, to apply and make use of the funding under this program.
- Where applicable under ORC 3517.13(I) or ORC 3517.13(J), the Applicant's Authorizing Agent or Authorizing Agent's spouse has not made, within the two previous years, one or more **contributions totaling in excess of \$1,000** to the Governor or the Governor's campaign committees.
- Where applicable, the Applicant is in **compliance** with the Federal Drug-Free Workplace Act of 1988 (41 USC Section 701, et seq.); state ethics laws and conflict of interest laws; and state regulations covering non-discrimination in hiring and affirmative action (ORC 125.111).
- The Applicant is in **compliance with all Ohio environmental laws** and will remain in compliance with all Ohio environmental laws for the duration of the project reporting period. The Applicant understands that a grant may be unilaterally cancelled, terminated, or revoked at the sole discretion of the Ohio EPA Director or designee if the Applicant fails to comply with Ohio environmental laws during the applicable grant period.
- The applicant authorizes Ohio EPA to make any **necessary inquiries** to verify the information presented on behalf of the applicant. The applicant acknowledges that the information in this application is not confidential and may be released as required by the Program or if subject to disclosure under the Ohio Public Records Law.
- As an authorized agent of the Applicant, I hereby submit this application to the State of Ohio, Environmental Protection Agency. I understand that any **false statement** in this record may subject the Applicant and its Authorized Agent to criminal prosecution. I understand that additional information may be requested. I also understand that this document in no way constitutes a **commitment of funds** by the State of Ohio for any of its programs.

I hereby represent and certify that the foregoing and attached information, to the best of my knowledge and belief, **is true, complete and accurately describes the proposed activity/project** for which the financial assistance is being sought. I am aware of Ohio Revised Code Sections 9.66(C) and 2921.13(D)(1) which outline **penalties for falsification** which could result in the return of all monies received and the forfeiture of all current and future financial assistance benefits as well as a fine of not more than \$1,000 and/or a term of imprisonment of not more than one hundred and eighty (180) days. I further agree to inform the Ohio EPA of any changes in the foregoing information, which may occur prior to the time the respective representative of the Applicant and of the Ohio EPA execute an Agreement.

**Table 1. Applicant Certification Signature**

a. Signature of Applicant's Authorizing Agent:	
b. Date of signature:	
c. Authorizing Agent's name ( <i>typed</i> ):	
d. Authorizing Agent's title or relationship to Applicant:	
e. Applicant (Entity) Name:	
f. Authorizing Agent Phone Number:	
g. Authorizing Agent Email Address:	

## **Appendix F: Definitions, Acronyms and Abbreviations**

**Alternative Fuels Data Center (AFDC):** The AFDC is a resource of the U.S. Department of Energy's Office of Energy Efficiency and Renewable Energy's Vehicle Technologies Office that provides information, data, and tools to help fleets and other transportation decision makers find ways to reach their energy and economic goals through the use of alternative and renewable fuels, advanced vehicles, and other fuel-saving measures.

**DC Fast Charger:** Fast Charging electric vehicle supply equipment that provides 3-phase 480V direct current electricity between 50 – 350kW to charge an electric vehicle battery.

**Electric Vehicle (EV):** Any vehicle that operates, either partially or exclusively, on electrical energy from an off-board source that is stored on-board for motive purpose.

**Electric Vehicle Supply Equipment (EVSE) or EV Charging Station:** A unit of fueling infrastructure that supplies electric energy for the recharging of electric vehicles including battery electric, neighborhood electric, and plug-in hybrid vehicles. EVSE is also referred to as an EV charging station unit and EV charging infrastructure.

**Fully Operational:** An EV Charging Station is ready for use in accordance with the OEM operating standards.

**Government:** A state or local government agency including a school district, municipality, village, city, county, special district, transit district, joint powers authority, port authority or a public institution of higher learning.

**Grantee:** A grant applicant that has an executed grant agreement with Ohio Environmental Protection Agency.

**Installation Completion:** The date the EV Charging Station is fully operational.

**Installation:** Includes all work necessary for the EV Charging Station to be fully operational at the facility, to include, but not limited to

- site preparation, to include, but not limited to (as applicable): excavation, boring, and concrete cutting.
- all lighting and onsite signage.
- equipment and installation.
- curbing, asphalt paving and striping.
- landscaping; conduit and cabling installation.
- electric equipment installation, grid connection hardware, etc.

**Level 2 Charger:** Electric vehicle supply equipment that provides 240V (residential) or 208V (commercial) alternating current up to 19.2 kW to charge an electric vehicle battery.

**Light-Duty Vehicles:** Class 1 and 2 vehicles that have a Gross Vehicle Weight rating of less than 10,000 lbs.

**Maintenance:** Includes, but is not limited to upkeep, repair and/or replacement of an EV Charging Station to ensure it is functional and useable by customers.

**Operations and Maintenance Costs:** The costs necessary for, and directly connected to, the operation and maintenance of new electric vehicle supply equipment.

**Original Equipment Manufacturer (OEM):** The manufacturer of the EV Charging equipment.

**State Government Facilities:** Facilities from where departments of the State of Ohio operate to exercise functions of state government. These departments are identified in Ohio Revised Code 121.02.