Funding Application Guide for

State-funded Electric Vehicle Charging Infrastructure Grant Program



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**ADECA’s Funding Application Guide**

**For State-funded Electric Vehicle Charging Infrastructure Grant Program**

BACKGROUND

The state of Alabama has designated the Alabama Department of Economic and Community Affairs (ADECA) as the agency to manage deployment of electric vehicle (EV) charging infrastructure funding from state sources (ADECA’s Electric Vehicle Charging Infrastructure Program or Program). The purpose of the Program is to fund projects to support the electric vehicle infrastructure needs of citizens, visitors, and the automobile manufacturing sector of the state of Alabama by installing EV Direct Current Fast Charging (DCFC) and AC Level 2 Charging infrastructure on Alabama’s non-interstate corridors to create a convenient, affordable, reliable, and equitable network of chargers in Alabama. Pursuant to the Summer 2022 version of the Alabama Electric Vehicle Infrastructure Plan (EVIP), for this Program, priority is given for projects along non-interstate corridors to fill critical charging infrastructure gaps in communities not served by interstate corridors and catalyze further EV adoption.

Additional information on priorities can be found in the Alabama Electric Vehicle Infrastructure Plan at <https://adeca.alabama.gov/wp-content/uploads/Alabama-Electric-Vehicle-Infrastructure-Plan.pdf>.

ELECTRIC VEHICLE INFRASTRUCTURE GRANT APPLICATION GUIDELINES

Applications, in the form of Addendum A, Addendum B, and all required attachments, hereto (Application), shall be submitted by applicants (Applicants) in PDF format by email to [ev@adeca.alabama.gov](mailto:ev@adeca.alabama.gov). The Subject Line of the application email must read, “State-funded EV Application.” Only submit one Application per Project location per email. The Application must be submitted as one single document. Applications will be accepted starting on April 5, 2023. Completed Applications must be submitted by 11:59 PM CST on May 22, 2023. Any Application received after the deadline will not be considered. All Applications must be complete; however, ADECA reserves the right to contact Applicant for additional information and/or clarifications. Applicants proposing projects at multiple locations must submit one distinct Application per site. Government entity Applicants will be allowed to submit up to two total Applications; whereas non-government entity Applicants will be allowed to submit up to five total Applications.

Applications for Level 3 DCFC at sites with close proximity to an Interstate should consider applying under the Alabama National Electric Vehicle Infrastructure (NEVI) Formula program administered by ADECA and implemented independently of this Program.

Successful Applicants will be required to sign a reimbursement grant agreement acceptable to ADECA which shall include Applicant’s commitment to comply with applicable requirements and Federal and State laws and regulations.

AMOUNT AVAILABLE FOR FUNDING

The ADECA Energy Division intends to issue awards for electric vehicle charging infrastructure projects totaling no more than $1,222,200.00. In the event that a balance of funds remains after the Projects have been selected, the amount available for distribution will be redistributed at the discretion of the ADECA Director. Projects must support the Alabama Electric Vehicle Infrastructure Plan and have an anticipated completion timeframe of 12-18 months.

## REQUIRED MATCH AMOUNTS

Successful Applicants will be required to provide a minimum 20% match of Project Costs. Anything over a 20% match may result in additional scoring points. Eligible sources of match include cash, loans, other grants, or capital assets dedicated to the project (in-kind is not an eligible source of the match amount). All matching funds claimed in a Project proposal must be supported with documentation that demonstrates the funds are available. This grant program is a reimbursement grant program. Grant payments are disbursed as reimbursements after the work is completed, verified, and approved. Detailed invoice requirements and submission instructions will be provided to successful Applicants.

All project costs must be necessary for and directly connected to the acquisition and installation of EV charging infrastructure.

Due to relevant requirements and a limitation on the amount of funds available, submission of an Application does not guarantee funding.

## ELIGIBILITY

Eligible Applicants are government and non-government entities looking to install EV DCFC and AC Level 2 charging infrastructure equipment at strategic locations along non-interstate corridors in Alabama to fill critical charging infrastructure gaps in communities not served by interstate corridors and catalyze further EV adoption. Joint project partners are permitted; however, the Application should be submitted by the primary partner.

## PROGRAM GOALS

* Increased EV Adoption

EV manufacturing in Alabama is new and increasing. There are 46 DCFC sites with 75 charging ports and 16 Tesla-only DCFC sites with 164 charging ports currently in Alabama. There are 199 Level 2 charging stations with 441 ports currently in Alabama. The availability of EV charging stations is a major challenge facing the adoption of EVs. Expanding publicly accessible EV charging infrastructure is critical to achieving increased EV adoption. (Station numbers updated using the Alternative Fuels Data Center data as of February 7, 2023.)

* Economic Development

Economic development potential is a major focus for the state of Alabama. Directing funding to projects that rely on domestic sources of fuel and utilize vehicles and technologies produced in Alabama can have a significant and positive economic impact for the state. Projects that facilitate local, regional, and long-distance EV travel and enhance consumer EV adoption will support the Alabama EV manufacturing industry as well as support and grow associated interstate commerce.

* Fuel Security and Energy Assurance

To address the goal of increasing fuel security and energy assurance, EV charging infrastructure projects will rely on domestically-sourced energy. These types of projects increase our fuel security and energy assurance by reducing dependence on foreign fuels and the global oil market.

## FUNDING PRIORITIES

Applications will be compared to each other using the criteria established in the Rating Guide, other provisions hereof, and the Risk Assessment in the Application. This involves assigning points based on how well an Application addresses each rating criterion in the Rating Guide, other provisions hereof, and the Risk Assessment in the Application. The following priority has been established for this round of funding:

Funding hereunder will be reserved for projects that fill critical charging infrastructure gaps in communities not served by interstate corridors and that are expected to better catalyze further EV adoption. The top Program priority is to support EV charging infrastructure projects at strategic locations along non-interstate corridors. Applications for projects to fund both AC Level 2 chargers and DCFC will be eligible under this program. Consistent with the Alabama Electric Vehicle Infrastructure Plan, ADECA will also consider projects for AC Level 2 charging to be eligible at any location (both on and off Interstate corridors) where it can be demonstrated that L2 chargers at that location will enable charging options at places where large groups of people frequently gather and dwell for longer periods of time such as hospitals, schools, shopping centers, places for leisure and outdoor recreation, entertainment, and sporting venues, etc.

## CHARGING SITE/STATION REQUIREMENTS

The following are required of each of the charging sites/stations to be chosen:

|  |  |  |
| --- | --- | --- |
| **Charging Site/Station Requirements** | **DC Fast**  **Chargers** | **Level 2**  **Chargers** |
| **1.** Charging Sites/Stations shall be physically accessible to the general public twenty-four (24) hours per day, seven (7) days a week with the site/station accessible free of charge to EV drivers (payment may be required to charge); adequately lit from dusk to dawn; and within a short and safe walking distance to establishments with amenities such as restrooms, convenience stores, restaurants, shopping centers, or tourism destinations. | **X** |  |
| **2.** Preferred, but not limited to, physically accessible to the general public twenty-four (24) hours per day, seven (7) days a week; adequately lit from dusk to dawn; and within a short and safe walking distance to establishments with amenities such as restrooms, convenience stores, restaurants, shopping centers, or tourism destinations. If the charging is primarily for workplace and/or multi-unit dwelling locations, the proximity to establishments with amenities may not be required, and it is understood that Level 2 charger Projects may be behind paid access if all vehicles that enter the site are generally required to pay. This may be the case at a location like a public, city-owned parking garage. |  | **X** |
| **3.** Charging stations must be capable of utilizing Open Charge Point Protocol (OCPP) V1.6 or newer for communications to various network back-ends (i.e., the system must be able to “default” to OCPP for basic functionality) (without modification). | **X** | **X** |
| **4.** Charging stations must be connected to an operating network and must have the ability to switch to OCPP networks without modification. | **X** | **X** |
| **5.** Charging stations must support continuous operations, even when network connectivity is not available or consumer  cell phone service is not available (i.e., “default on” with loss of network). | **X** | **X** |
| **6.** Charging stations must be payment card industry compliant – must allow direct use of a credit card, debit card, or network card at the charging station, except when charging is free. Charging stations may also offer additional payment methods including subscription methods, smart cards, or smart phone applications. Real-time pricing and fee information shall be displayed on the device or payment screen. Charging station equipment shall allow for flexible pricing including, but not limited to, per kWh/kW, per minute or per hour, by space, or by time of day. ADA type access to initiate charging should be considered. | **X** | **X** |
| **7.** DCFC sites must be equipped with Society of Automotive Engineers Combined Charging System (SAE CCS) connectors on each port and with at least one available CHAdeMO protocol connector at the site. | **X** |  |
| **8.** Each DCFC station must be capable of charging at least two (2) EVs simultaneously with provisions for future expansion to charge four (4) EVs simultaneously. | **X** |  |
| **9.** Each Level 2 charging station must be capable of charging at least four (4) EVs simultaneously with provisions for future expansions to charge a minimum of eight (8) EVs simultaneously. |  | **X** |
| **10.** Alabama’s EV charger funding program is focused on areas of the state that are currently **not** covered by the federal NEVI program. For that reason, these chargers are more likely to be located in more rural areas and on non-interstate corridors. For this reason, the following requirement differs from NEVI funded charging stations.  At this time, DCFC stations for Non-interstate Corridor Projects should be capable of charging at least two (2) EVs simultaneously. If the charger is being used by a single EV, the charging station should be able to provide charging at greater than 100 kW. If the charging station is being used by two (2) EVs simultaneously, the charge can be split between the two EVs therefore providing less than 100 kW for each EV.  Provisions for future expansion and power upgrades must be considered in station planning. These future provisions should include the addition of two (2) (4 total) charging stations and/or upgrades to higher power output (up to 350 kW) to meet demand growth and anticipated technology developments in EVs and DCFC infrastructure. Installation must include the conduit and an electrical service box of adequate size and disconnect capacity that will allow for additional electrical cable to be run to the site for future expansion. The charging enclosure must be constructed for use outdoors with UL50, Standard for Enclosures for Electrical Equipment, National Electrical Manufacturers Association (NEMA), and Type 3R exterior enclosure or equivalent. | **X** |  |
| 11. All Level 2 charging station ports/connectors must be capable of supplying a minimum of 6.6 kW to any EV connected. |  | **X** |
| 12. Charging equipment shall 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%. | **X** | **X** |
| 13. The equipment must have a minimum manufacturer’s hardware warranty of five (5) years and continually be in full working order to the extent possible. Additionally, a minimum of five (5) years software network and scheduled maintenance agreements are required and are considered an Eligible Program Cost. Should repair be necessary, charging units shall be fully operating within seventy-two (72) hours of equipment issue/breakdown to ensure a 97% annual uptime guarantee. 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. Time that can be excluded from this requirement would be downtime that is considered out of the station operator’s control (such as electric utility service interruptions, failure to charge or meet the EV charging customer’s expectations for power delivery due to the fault of the vehicle, scheduled maintenance, vandalism, or natural disasters). | **X** | **X** |
| 14. The charging stations must be Nationally Recognized Testing Laboratory (NRTL) certified to demonstrate compliance with appropriate product safety test standards. NRTLs are found online at: [https://www.osha.gov/dts/otpca/nrtl/list\_standards.html.](https://www.osha.gov/dts/otpca/nrtl/list_standards.html) Supporting evidence must be provided. | **X** | **X** |
| 15. Stations should include a customer service support telephone number that is available twenty-four (24) hours per day, seven (7) days a week, year-round and clearly posted to assist customers with difficulties accessing or operating the charging station. Site hosts must ensure that EV charging customers have mechanisms to report and receive assistance with outages, malfunctions, and other issues with charging infrastructure. Site hosts must comply with the ADA requirements and multilingual access when creating reporting mechanisms. | **X** | **X** |
| 16. Sites shall include paved parking spaces enabling the maximum number of vehicles capable of being charged simultaneously and shall include adequate space for future expansion. (See items 8 and 9 on this list). Larger spaces and pull-through designed charging to enable larger vehicles, drivers with mobility limitations (ex. wheelchairs), and vehicles towing trailers to charge are suggested for consideration due to expected near-term future vehicle developments and market availability. | **X** | **X** |
| 17. Charging stations shall be connected to a network by Wi-Fi, hardwired connection, or cellular connection. Furthermore, Projects shall maintain appropriate EV charging network diagnostics, remote start of the equipment, and collecting and reporting usage data. If requested by ADECA, Applicant shall provide ADECA with direct access to such data. Charging station operators must collect, process, and retain only that personal information strictly necessary to provide the charging service to a consumer, including information to complete the charging transaction and to provide the location of charging stations to the consumer. Charging station operators must also take reasonable measures to safeguard consumer data. | **X** | **X** |
| 18. “Electric vehicle charging only” signs are required on each side of each charging station along with “electric vehicle charging only” stenciled graphics on each striped parking stall. | **X** | **X** |
| 19. The “Drive Electric Alabama” logo must be placed on each side of the charging station. | **X** | **X** |
| 20. Site design, development, installation, and maintenance shall be done in compliance with all applicable laws, ordinances, regulations, and standards, including but not limited to the Americans with Disabilities Act (ADA). | **X** | **X** |
| 21. Periodic reporting will be required during the construction phase, and station utilization information will be required for a period of five (5) years after initial operation. If requested, ADECA shall be given direct access to such data and any other data required pursuant to the requirements of this Grant Application. | **X** | **X** |
| 22. All electricians installing, operating, or maintaining EVSE must meet one of the following requirements:  (i) Certification from the Electric Vehicle Infrastructure Training Program (EVITP); or  (ii) Graduation or a continuing education certificate from a registered apprenticeship program for electricians that includes charger-specific training and is developed as a part of a national guideline standard approved by the Department of Labor in consultation with the Department of Transportation.  For projects requiring more than one electrician, at least one electrician must meet the requirements above, and at least one electrician must be enrolled in an electrical registered apprenticeship program.  All other onsite, non-electrical workers directly involved in the installation, operation, and maintenance of chargers must have graduated from a registered apprenticeship program or have appropriate licenses, certifications, and training as required. | **X** | **X** |
| 23. The applicant agrees to maintain the property and charging equipment in accordance with the ADECA VW/EV Property Management Manual, which can be found at <https://adeca.alabama.gov/ev>. | **X** | **X** |
| 24. Information on the chargers shall be added to the Alternative Fuels Data Center (AFDC) database once the charging station is operational. | **X** | **X** |
| 25. Applicant shall satisfy all other data requirements and access requirements described in this Grant Application. | **X** | **X** |

## ADDITIONAL APPLICATION REQUIREMENTS

Each Application must include:

* + Engineering and Construction Site Assessment Form (Addendum B), which provides the following information:

1. Name of utility serving electricity to the proposed site. Include whether you have discussed the specific project and whether the utility is able to provide needed load for the proposed project.
2. documentation illustrating the location’s proximity to a power source;
3. detailed explanation of what construction will be required to provide electricity to this location (any needed cutting, trenching, drilling, etc.). Will the electricity be run overhead or underground?
4. metering information - will there be separate metering for each charger (if interested in possibility of separate EV rate then discuss with utility); and
5. summaries of Host-Operator Agreements, including a detailed explanation of the relationship plans between the owner and operator and how this working relationship will affect the utility work needed.
   * A detailed plan and scaled drawing to show the proposed site’s exact charging station locations and parking space locations. In addition, this plan should indicate positioning of signage, lighting, etc.
   * A detailed map of the local area to indicate the location’s accessibility to amenities in the immediate area (with designation of those available 24/7). In addition, this map should show the location’s proximity to nearby travel corridors, establishing the chosen site’s degree of support of the program goals highlighted in the Alabama Electric Vehicle Infrastructure Plan.
   * Daytime and nighttime pictures of the proposed site showing the exact charging station location.

## QUESTIONS

Questions pertaining to this Application and Guide may be submitted by email to [ev@adeca.alabama.gov](mailto:ev@adeca.alabama.gov). The Subject Line of the email must read, “State-funded EV Application Question.”

**Addendum A**

**REIMBURSEMENT GRANT APPLICATION**

**SECTION A OF APPLICATION: GRANT APPLICANT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Program Name** | ***State-funded Electric Vehicle Charging Infrastructure Grant Program*** | | |
| **Grant Applicant’s Legal Name** |  | | |
| **Grant Applicant’s State of Organization** |  | | |
| **EV Infrastructure Location Name** |  | | |
| **EV Infrastructure Physical Address** |  | | |
| **City** |  | **State** |  |
| **County** |  | | |
| **Federal Employer Identification No.** |  | | |
| **Organization Type** | Government Non-Government | | |
| **Requested Award Amount** |  | **Project Duration (months)** |  |
| **Match Amount** |  | **Match Percentage of Total Project Costs** |  |
| **Total Project Cost** |  | **Charger kW** |  |
| **Closest Interstate/Highway** |  | **Closest Exit/Mile Marker** |  |
| **Distance from Highway (miles)** |  |  |  |
| **Charging Infrastructure Type** | AC Level 2 DC Fast Charging | | |
| **Number of Chargers and Ports** |  | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICANT CONTACT** | | | | | | | | |
| Salutation | First Name | | M.I. | | Last Name | | | |
|  |  | |  | |  | | | |
| Position/Title | | Phone | | | | Email Address | | |
|  | |  | | | |  | | |
| Mailing Address | | | | City | | | State | Zip Code |
|  | | | |  | | |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PROJECT DIRECTOR** | | | | | | | | |
| Salutation | First Name | | M.I. | | Last Name | | | |
|  |  | |  | |  | | | |
| Position/Title | | Phone | | | | Email Address | | |
|  | |  | | | |  | | |
| Mailing Address | | | | City | | | State | Zip Code |
|  | | | |  | | |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SIGNATORY OFFICIAL / GOVERNOR’S NOTIFICATION** | | | | | | | | |
| Salutation | First Name | | M.I. | | Last Name | | | |
|  |  | |  | |  | | | |
| Position/Title | | Phone | | | | Email Address | | |
|  | |  | | | |  | | |
| Mailing Address | | | | City | | | State | Zip Code |
|  | | | |  | | |  |  |

|  |  |
| --- | --- |
| **CERTIFICATION** | |
| I, the undersigned, am authorized to obligate my entity and enter into agreements for my organization. I understand that this application does not guarantee funding and a grant agreement will be executed prior to project funds being expended. I further understand that if the statements of this application cannot be verified, no grant funds will be awarded under this program.  Finally, to the best of my knowledge the responses to this application are true and correct. | |
| Printed Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Title of Applicant: | Date: |

**SECTION B OF APPLICATION: PROJECT BUDGET**

Please provide the following information to explain the estimated costs for the project budget. Please include the requested award amount and the match contribution.

**EQUIPMENT**

Provide a description of the equipment, cost, and reason why it is necessary to purchase the equipment. Equipment is defined as tangible, non-expendable property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit.

|  |  |  |
| --- | --- | --- |
| Description | Reason | Cost |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  | **TOTAL:** | $ |

**Please attach a minimum of two (2) quotes from equipment/installation providers to support these numbers. Include equipment specifications.**

**SUPPLIES & MATERIALS**

List estimated cost of supplies and materials.

|  |  |
| --- | --- |
| Expense | Cost |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **TOTAL:** | $ |

Provide an itemized list and the estimated cost of supplies and materials to be used for the project. Include a narrative

describing how the supplies and materials directly relate to the proposed project.

**CONTRACTUAL**

List categories of services to be contracted with outside agencies or for professional services. Note that written subcontracts must be obtained to engage these services. Such subcontract must include the subcontractor’s agreement to also comply with legal and regulatory requirements imposed by the reimbursement grant agreement on Applicant. This category includes professional installation and all materials supplied by the installer.

|  |  |
| --- | --- |
| Expense | Cost |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **TOTAL:** | $ |

**BUDGET TOTAL**

List the totals of the Project costs for each budget category above. Please make sure that the totals in each budget category listed above match the totals of each cost category below.

|  |  |  |  |
| --- | --- | --- | --- |
| Cost Categories | Project Award Amount | Match Contribution | Total Project Amount |
| Equipment | $ | $ | $ |
| Supplies & Materials | $ | $ | $ |
| Contractual | $ | $ | $ |
| **TOTAL** | $ | $ | $ |

Please explain how you will pay for Match Contribution by listing the source of the match contribution and the amount. Please also include documentation that demonstrates the match funds are available.

Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: $ \_\_\_\_\_\_\_\_\_\_\_\_

Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: $ \_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **PROJECT LEVERAGING** |
| *Describe how additional funds will be partnered with grant funds to make the Project more viable.* |

**SECTION C OF APPLICATION: RISK ASSESSMENT**

Please answer the questions based on your organization’s operations and audit history to the best of your ability. Check the most appropriate response.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Criteria** | **Possible Points** | **Points** | **Comments** |
| 1. Does the entity receive at least 10% of total funding from non-Federal sources? | Yes (0 points) ☐ |  |  |
| No (1 point) ☐ |
| N/A (0 points) ☐ |
| 2. Does the entity actively seek additional funding? | Yes (0 points) ☐ |  |  |
| No (1 point) ☐ |
| N/A (0 points) ☐ |
| 3. Has the entity received ADECA/Energy funds for at least three years? | Yes (0 points) ☐ |  |  |
| No (1 point) ☐ |
| N/A (0 points) ☐ |
| 4. Has the entity's turnover rate exceeded 15% since 12 months ago? (Turnover rate = # of employees no longer there/average # of employees for the year) | Yes (2 points) ☐ |  |  |
| No (0 points) ☐ |
| N/A (0 points) ☐ |
| 5. Has the CEO and/or CFO been in the position for three (3) years or less? | Yes (1 point) ☐ |  |  |
| No (0 points) ☐ |
| N/A (0 points) ☐ |
| 6. Have any other entities (program offices, auditors, staff employed by the entity, etc.) alerted ADECA/Energy to potential risk areas or has another authority (funding source) placed special conditions on its award to the entity? | Yes (3 points) ☐ |  |  |
| No (0 points) ☐ |
| N/A (0 points) ☐ |
| 7. Has the entity been a defendant in an ongoing civil suit, or one that was adjudicated, within the last five years? | Yes (1 point) ☐ |  |  |
| No (0 points) ☐ |
| N/A (0 points) ☐ |
| 8. Has any of the entity's current staff been jailed, convicted of a felony, or are they currently under criminal investigation? | Yes (1 point) ☐ |  |  |
| No (0 points) ☐ |
| N/A (0 points) ☐ |
| 9. Is the entity currently or has it previously been suspended or debarred? | Yes (1 point) ☐ |  |  |
| No (0 points) ☐ |
| N/A (0 points) ☐ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Criteria** | **Possible Points** | **Points** | **Comments** |
| 10. Does the entity have procedures and controls in compliance with OMB? (Fiscal/Personnel policies and procedures, etc.) | Yes (0 points) ☐ |  |  |
| No (1 point) ☐ |
| N/A (0 points) ☐ |
| 11. Was the last audit completed and submitted to ADECA within nine (9) months from year end? | Yes (0 points) ☐ |  |  |
| No (1 point) ☐ |
| N/A (0 points) ☐ |
| 12. If audit findings were cited, does the entity have a corrective action plan for correcting the finding(s)? | Yes (0 points) ☐ |  |  |
| No (1 point) ☐ |
| N/A (0 points) ☐ |
| 13. Does the entity have a financial management system that is appropriately complex for the amount of funds it manages and in compliance with OMB? (i.e., QuickBooks, etc.) | Yes (0 points) ☐ |  |  |
| No (1 point) ☐ |
| N/A (0 points) ☐ |
| 14. Does the entity provide a budget to actual report by program at board meetings? | Yes (0 points) ☐ |  |  |
| No (1 point) ☐ |
| N/A (0 points) ☐ |
| 15. Does the Applicant have a time and accounting system to track effort by cost objective? | Yes (0 points) ☐ |  |  |
| No (1 point) ☐ |
| N/A (0 points) ☐ |
| 16. Does the entity have an indirect cost rate that is approved and current? | Yes (0 points) ☐ |  |  |
| No (1 point) ☐ |
| N/A (0 points) ☐ |
| 17. Does the entity follow their cost allocation/indirect cost plan? | Yes (0 points) ☐ |  |  |
| No (1 point) ☐ |
| N/A (0 points) ☐ |
| 18. Are the entity's fiscal statistics outside of tolerance or trends (e.g., have there been more expenditures on supplies than average, little or no cash left after paying bills compared to similar entities)? Note: Compare current assets to  current liabilities. | Yes (1 point) ☐ |  |  |
| No (0 points) ☐ |
| N/A (0 points) ☐ |
| 19. Has the entity been placed in a special financial status (e.g., high-risk, documentation submittal, etc.)? | Yes (3 points) ☐ |  |  |
| No (0 points) ☐ |
| N/A (0 points) ☐ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Criteria** | **Possible Points** | **Points** | **Comments** |
| 19a. Is the entity in a negotiated repayment plan with ADECA? | Yes (1 point) ☐ |  |  |
| No (0 points) ☐ |
| N/A (0 points) ☐ |
| 19b. Is the entity current? | Yes (0 points) ☐ |  |  |
| No (3 points) ☐ |
| N/A (0 points) ☐ |
| 20. Has the entity used special loan or funding programs to meet its cash needs (e.g., line of credit, short-term loan)? | Yes (3 points) ☐ |  |  |
| No (0 points) ☐ |
| N/A (0 points) ☐ |
| 21. Do the financial reports show an insufficient/negative fund balance after the entity meets its obligations? Note: (Assets+Deferred Outflows) - (Liabilities+Deferred Inflows) = Net Position. Total Net Position should be positive. | Yes (3 points) ☐ |  |  |
| No (0 points) ☐ |
| N/A (0 points) ☐ |
| 22. Is the entity delinquent in paying any obligations? (Refer to Audit notes) | Yes (3 points) ☐ |  |  |
| No (0 points) ☐ |
| N/A (0 points) ☐ |
| 23. Is the debt trend increasing or declining? Note: Review previous year's financial statement. | Increasing (3 points) ☐ |  |  |
| Decreasing (0 points) ☐ |
| N/A (0 points) ☐ |
| 24. What is the entity's "current ratio"? Note: Current Assets/Current Liabilities. A 1:1 ratio means that the entity can just pay its bills. | 1 or above (0 points) ☐ |  |  |
| Below 1 (3 points) ☐ |
| N/A (0 points) ☐ |
| 25. What is the entity's "debt to net assets ratio"? Note: Total Liabilities/Total Net Assets. Or Assets - Liabilities = Net Assets. This provides information on what the entity owns. | 1 or below (0 points) ☐ |  |  |
| Above 1 (3 points) ☐ |
| N/A (0 points) ☐ |
| 26. Do the Notes to the Financial Statement and Report of the Independent Auditor disclose any potential financial problems at the entity (e.g., pending lawsuits, outstanding judgments, unsecured loans, etc.)? | Yes (3 points) ☐ |  |  |
| No (0 points) ☐ |
| N/A (0 points) ☐ |
| 27. Do the loan notes reflect poor financial health (e.g., unusually high interest rates, unusual repayment provisions, etc.)? | Yes (3 points) ☐ |  |  |
| No (0 points) ☐ |
| N/A (0 points) ☐ |
| 28. Does the independent audit report for the most recent fiscal year contain an unmodified (standard) audit opinion? | Yes (0 points) ☐ |  |  |
| No (3 points) ☐ |
| N/A (0 points) ☐ |

|  |  |
| --- | --- |
| **Total Points** |  |
| **Risk Classification for entity** |  |

**Notes:**

|  |  |
| --- | --- |
| Risk Classification | Point Range |
| Excellent | 0 Points - 5 Points |
| Good Standing | 6 Points - 10 Points |
| Average Risk | 11 Points - 15 Points |
| Moderate Risk | 16 Points - 20 Points |
| High Risk | ≥ 21 Points |

**To the best of my knowledge, the information contained in this risk assessment is accurate. I understand that if this project scores high enough to be considered for funding, documentation to verify this risk assessment will be required.**

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| **Signature** |  | **Date** |

**SECTION D OF APPLICATION: PROJECT DETAIL**

*Please limit responses to the spaces provided unless otherwise indicated.*

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| **DESCRIPTION OF PROJECT** |
| *Provide a brief description of the Project. Include information on if power levels and/or charging speeds meet or exceed the minimum requirements. Be sure to include information explaining why the charging infrastructure is beneficial at the proposed location and the type, power levels and number of chargers proposed.* |

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| **LEVEL OF SUPPORT FOR THE ALABAMA ELECTRIC VEHICLE INFRASTRUCTURE PLAN** |
| *Provide an explanation of how this Project will support the Alabama Electric Vehicle Infrastructure Plan.* |
| **EXTENT OF BENEFITS RELATING TO PROGRAM GOALS** |
| *Explain how the proposed Project meets the following program goals:*   1. *increased EV adoption,* 2. *economic development, and* 3. *fuel security and energy assurance.* |

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| **PROJECT LOCATION** |
| *Provide information on the proximity to the following: federal and state travel corridors and existing publicly available electric vehicle charging infrastructure. Does the Project serve multiple charging site location categories (corridor, destination, rural, underserved community, multi-family dwelling, etc.)? Provide a list of the available amenities and their proximity to the Project location. Include Engineering and Construction Site Assessment Form (Addendum B) and estimated usage for the 5 years of the project period as explained below.*  **Estimated Annual kWh Usage**  Estimated annual number of kWh (Kilowatt-Hour) equivalents of electricity that you expect to dispense at this site:  Year 1:\_\_\_\_kWh: Year 2:\_\_\_\_\_kWh: Year 3:\_\_\_\_kWh: Year 4: \_\_\_\_kWh: Year 5: \_\_\_\_kWh  Please provide a brief justification for these estimates. |
| **OPERATIONS AND MAINTENANCE** |
| *Provide information on existing and proposed operations and maintenance of the EV charging equipment and equipment outage protocol.* |

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| **QUALIFICATIONS AND EXPERIENCE OF APPLICANT** |
| *Provide a description of the qualifications and experience of the Applicant pertaining to the administration of grant awards and/or the development, operation, and supervision of similar projects. Be sure to include a brief history and specific qualifications of the entity applying for this grant, including any history of previous ADECA-funded projects and the status of those projects. If the Applicant is not the actual owner of the location, please include documentation that the Applicant has irrevocable permission from the site owner, if awarded, to install and maintain the proposed infrastructure on the property and for the public’s unrestricted access to the site for at least five (5) years after the operational date.* |

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| **PROJECT PLAN** | | | |
| Deliverables  *(Provide a detailed description of Project tasks and what is to be accomplished and when. Include tasks such as procurement, construction and operational milestones, property management, etc.)* | Estimated Cost | Start Date (mm/yy) | Duration (days) |
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| **ADDITIONAL INFORMATION**  *(This can include any additional information you wish to provide regarding your Project.)* |
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| **Applicant Name:** |  |
| **Project Location:** |  |
| **Electric Utility Servicing this Location:** |  |
| **Will the Electricity be run Overhead or Underground?** | Overhead  Underground |
| **Will the chargers be metered separately?** | Yes  No |
| **Provide a brief explanation of communication the Applicant has had with Utility.** | |
|  | |
| **Provide a brief explanation of what construction will be required to provide electricity to this location (any needed cutting, trenching, drilling, etc.).** | |
|  | |
| **Provide a summary of Host-Operator Agreements, including a detailed explanation of the relationship plans between the owner and operator and how this working relationship will affect the utility work needed.** | |
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|  | Charging Site/Station Requirements are met as listed in the table on pages 4, 5, and 6. |
|  | Attach documentation that charging stations are NRTL-certified |
|  | Section A of Application: Grant Application Information (all blanks filled in) |
|  | Section A Certification Signed and Dated |
|  | Section B of Application: Project Budget (ensure Match Contribution is 20% or greater) |
|  | Describe any Project Leveraging |
|  | Attach a minimum of two (2) quotes from equipment/installation providers to support budget. The quotes must include equipment specifications. |
|  | Attach documentation that demonstrates availability of the matching funds. |
|  | Section C of Application: Risk Assessment – All questions answered and Risk Assessment Signed |
|  | Section D of Application: Project Detail |
|  | Description of Project |
|  | Level of Support for the Alabama Electric Vehicle Infrastructure Plan |
|  | Extent of Benefits Relating to Program Goals |
|  | Project Location Description |
|  | Operations and Maintenance |
|  | Qualifications and Experience of Applicant |
|  | Include documentation of permission from site owner |
|  | Project Plan |
|  | Additional Information |
|  | Engineering and Construction Site Assessment Form (with all questions answered thoroughly) |
|  | A detailed plan and scaled drawing to show the proposed site’s exact charging station locations, parking space locations, positioning of signage, lighting, etc. |
|  | Detailed map of the local area to indicate location’s accessibility to amenities and nearby travel corridors |
|  | Daytime pictures of the proposed site showing the exact charging station location |
|  | Nighttime pictures of the proposed site showing the exact charging station location |