



Washington State Volkswagen Federal Settlement Grant Program

Grant Announcement and Grant Guidelines

By
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For the

Air Quality Program

Washington State Department of Ecology
Olympia, Washington

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Publication Information

This document is available on the Department of Ecology's website at:

<https://apps.ecology.wa.gov/publications/summarypages/2302099.html>

Contact Information

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ADA Accessibility

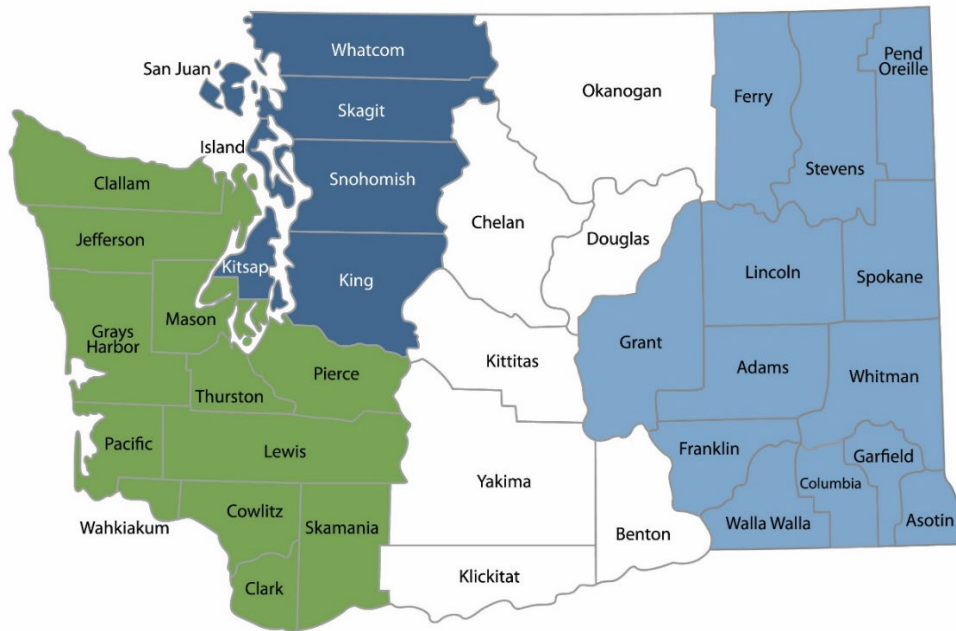
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To request ADA accommodation, contact Ecology by phone at 360-407-6800 or email at melanie.forster@ecy.wa.gov. For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website for more information.

¹ www.ecology.wa.gov/contact

Department of Ecology's Regional Offices

Map of Counties Served



Southwest Region 360-407-6300	Northwest Region 206-594-0000	Central Region 509-575-2490	Eastern Region 509-329-3400
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Region	Counties served	Mailing Address	Phone
Southwest	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	P.O. Box 47775 Olympia, WA 98504	360-407-6300
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	P.O. Box 330316 Shoreline, WA 98133	206-594-0000
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 West Alder Street Union Gap, WA 98903	509-575-2490
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 North Monroe Spokane, WA 99205	509-329-3400
Headquarters	Statewide	P.O. Box 46700 Olympia, WA 98504	360-407-6000

Washington State VW Federal Settlement Program

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September 2023 | Publication 23-02-099



DEPARTMENT OF
ECOLOGY
State of Washington

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Definitions

For the purposes of this grant, these common terms are defined as below:

“Full Public Access”: Charging stations which must be available to the public 7 days a week for a minimum of 12 hours a day, year-round.

“Location”: A project location is a distinct address.

“Multi-unit/multi-family residential buildings”: five or more separate housing units for residential habitation contained in one or more building sites that do not meet the definition of single-family housing and mobile home parks. In the Housing Trust Fund (HTF) context and in terms of HTF eligible housing models, multifamily housing refers to housing that is rented to tenants, and which includes group home models, shelters, and other shared housing models. ([HTF Handbook Version 3-4-2021.pdf](#) | [Powered by Box](#))²

“Not publicly accessible”: All charging stations that are not “Full Public Access” as described above.

“Plug”: A plug is the connector through which electricity flows from the charging station to the vehicle being charged. A dual-headed charging station has two plugs, a single-head charging station has one plug. All plugs must simultaneously charge vehicles.

² <https://deptofcommerce.app.box.com/s/f89ytc0qtime7dl6wpqke5h2zl1jwzlm>

Important Information

Apply to: Washington State Department of Ecology Air Quality Program
Title: Air Quality VW Electric Vehicle Charging Level 2: Charge Where You Are
Action: Request for Grant Funding
Application Period: Grant period will open multiple times for award opportunities over two years. Please see the Ecology website for details.

Summary: This notice announces funding available to help increase level 2 charging access across Washington State where drivers are likely to spend at least one to four hours.

Amount of Funding Available: Approximately \$3.52M is available for eligible projects Funds available in each round will be announced on Ecology's website.

Eligible Applicants:

- Businesses licensed in Washington State, including but not limited to:
 - Corporations
 - Partnerships
 - Limited liability companies
 - Other legal business entities
 - Non-profit 501(c)(3) organizations
 - Investor-owned utilities and contracted municipal utilities
 - Multi-unit/multi-family residential buildings
- State, Local, or Tribal governments and related entities in Washington State, including but not limited to:
 - Cities and towns
 - State and local parks
 - Counties
 - Special districts (such as health districts, fire districts, college districts, metropolitan municipal corporations)
 - Port Authorities
 - Public utility districts and municipal utilities
 - Air pollution control authorities

Eligible Projects:

Eligible project categories include the following:

- Full Public Access, Government Owned Property
- Full Public Access, Non-Government Owned Property
- Multi-Unit/multi-family residential buildings
- Workplace/fleet (not publicly accessible)
- All other use cases (not publicly accessible)

Single unit residences are not eligible.

Projects must include a minimum of four and a maximum of ten level 2 charging plugs. All plugs must be capable of simultaneously charging at least 9.0kW (about 40 amps of power) per vehicle. See page 23 for more information.

Application Deadline: Applications must be submitted via Ecology’s Administration of Grants and Loans (EAGL) system by the dates set on the [Ecology Website](#).³ Ecology reserves the right to extend the application period. There will be multiple grant openings between 2023 and 2025.

Notice of Awards: Ecology will notify applicants of award via email.

Grant Period: All recipients should complete their projects within one year of grant execution. The expiration date of each project will be noted in the signed grant agreement. Requests to extend the grant period may be considered at Ecology’s discretion.

Background

Federal Volkswagen (VW) Settlement

The Trustee for the federal Volkswagen (VW) settlement certified Washington as a beneficiary to the settlement’s environmental mitigation trust. The trust allocates \$112.7 million to Washington to mitigate environmental damages caused by pollution from the violating VW vehicles.

Washington’s Beneficiary Mitigation Plan

On November 6, 2018, Washington filed its mitigation plan with the Trustee for the VW settlement. The mitigation plan acknowledges the unprecedented opportunity to invest the VW settlement funds to make transformative improvements across Washington’s transportation sector.

The mitigation plan includes the following goals, principles, and priorities to help focus project selection:

Goals

- Reduce emissions from diesel engines in the state where the 2.0- and 3.0-liter Volkswagen vehicles were, are, or will be operated.
- Fully mitigate the total, lifetime excess NOx emissions of the subject vehicles.

³ <https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/find-a-grant-or-loan/volkswagen-enforcement-action-grants>

Principles

- Improve air quality for communities that have borne a disproportionate share of the air pollution in Washington.
- Provide air quality benefits in addition to NOx reductions.
- Maximize air quality benefits that improve public health.

Priorities

- Accelerate adoption of electric vehicles, equipment, and vessels.
- Promote electrification technologies in public transportation fleets.
- Accelerate fleet turnover to the cleanest vehicles.
- Achieve substantial additional emission reductions, beyond what would already occur, absent trust funding.
- Ensure cost-effectiveness.
- Leverage additional matching funds.

Grant awards also align with the state's objectives under the:

- Washington Clean Air Act
- Washington GHG emission reduction limits (70.235 RCW)
- Washington Fuel Usage Goals for Publicly Owned Vehicles (43.19.648 RCW)
- Washington State Clean Energy Fund
- Results Washington Clean Transportation and Healthy Air Goal
- State and local government vehicle procurement rules (194-28 and 194-29 WAC)
- Washington Climate Commitment Act
- Washington's Healthy Environment for All Act

Environmental Justice

Ecology is committed to the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Ecology uses an intersectional lens to address disproportionate environmental and health impacts in all laws, rules, and policies with environmental impacts by prioritizing vulnerable populations in overburdened communities, equitably distributing resources and benefits, and eliminating harm.

We are prioritizing investments that maximize air pollution reductions and improve public health in communities that experience a disproportionate share of the environmental health risk in Washington. This is being done by using the Washington Environmental Health Disparities Map which evaluates environmental health risk factors in communities as a scoring criterion. The model was specifically adapted from CalEnviroScreen, a cumulative environmental impacts assessment mapping tool developed by CalEPA and used in California. It

estimates a cumulative environmental health impact score for each census tract reflecting pollutant exposures and factors that affect people’s vulnerability to environmental pollution. To learn more, visit: [Information by Location | Washington Tracking Network \(WTN\)](#)⁴

⁴ <https://fortress.wa.gov/doh/wtnibl/WTNIBL/>

Project Funding Levels

Funds available

\$3.52M total available between 2023 and 2025: Award rounds and funding distribution will be announced on Ecology's [grant website](#)⁵ and via our [email list](#).⁶

All projects may be eligible for up to the lesser of \$10,000 or

- Full Public Access, Government Owned Property: 80%
- Full Public Access, Non-Government Owned Property: 80%
- Multi-Unit/multi-family residential buildings: 60%
- Workplace/fleet (not publicly accessible): 60%
- All other use cases (not publicly accessible): 60%

See page 15 for eligible costs.

Reduced match

Projects that meet the criteria below will have the option of a reduced match. Applicants may select this option during the application process. If selected, Ecology will cover up to 100% of eligible project costs up to \$10,000 per plug. Answers to this question do not impact application score.

To qualify for reduced match, projects must meet all the following criteria:

- The applicant is a government entity, including Tribal governments.
- The proposed project will be publicly available.
- The proposed project is located on government owned property.
- The proposed project is in **one** of the following locations:
 - a census tract scoring a "9" or "10" for median income on the Washington Tracking Network's Social Vulnerability Index.⁷ This can be found under the Social Determinants layer.
 - land owned by a tribal government.
 - a zip code assigned a "7", "8", "9", or "10" Rural-Urban Community Area (RUCA) code ([USDA ERS – Rural-Urban Commuting Area Codes](#))⁸.

⁵ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Volkswagen-enforcement-action-grants>

⁶ https://public.govdelivery.com/accounts/WAECY/subscriber/new?topic_id=WAECY_59

⁷ <https://fortress.wa.gov/doh/wtnibl/WTNIBL/>

⁸ <https://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes>

County cap

To encourage geographic diversity of projects, Ecology will cap awards made in each county according to the table below:

County	Maximum percentage of funds awarded per county per grant round
King	20%
Pierce, Snohomish	15% each
All other Washington State Counties	No cap

Ecology reserves the right to award funds above the county maximums if funds available exceed funds requested in each grant round.

Eligibility

Eligible applicants

- Businesses licensed in Washington State, including but not limited to:
 - Corporations
 - Partnerships
 - Limited liability companies
 - Other legal business entities
 - Non-profit 501(c)(3) organizations
 - Investor-owned utilities and contracted municipal utilities
 - Multi-unit/multi-family residential buildings
- State, Local, or Tribal governments and related entities in Washington State, including but not limited to:
 - Cities and towns
 - State and local parks
 - Counties
 - Special districts (such as health districts, fire districts, college districts, metropolitan municipal corporations)
 - Port Authorities
 - Public utility districts and municipal utilities
 - Air pollution control authorities

All eligible applicants must own the property where the level 2 charging stations will be installed or must have a site-host agreement allowing the installation and operation of the level 2 charging stations for at least five years.

Eligible projects

Eligible projects must install a minimum of four, and a maximum of 10 networked plugs.

Eligible project categories include:

- Full Public Access, Government Owned Property: must be available to the public 7 days a week for a minimum of 12 hours a day, year-round
- Full Public Access, Non-Government Owned Property: must be available to the public 7 days a week for a minimum of 12 hours a day, year-round
- Multi-unit/multi-family residential buildings
- Workplace/fleet (not publicly accessible)
- All other use cases (not publicly accessible)

Single unit residences are not eligible.

Eligible Costs

All costs must be necessary for, and directly connected to, the acquisition and installation of the level 2 infrastructure. Level 2 equipment purchased and installed before grant start date is ineligible. Upgrades to existing level 2 charging stations are ineligible.

Note: Procurement must adhere to the state's competitive procurement requirements. For more information regarding procurement processes, please review the [Administrative Requirements for Recipients of Ecology Grants & Loans - Yellow book \(wa.gov\)](#).⁹

Examples of eligible reimbursable costs include:

- Project/site design
- Electric charging equipment and construction materials
- Optional equipment (e.g., RFID card readers)
- Installation costs directly associated with and required for the safe operation of charging infrastructure
- Electric service upgrades from start of property line to charger (e.g., transformer, electrical wiring, conduit, trenching and repaving trenched area, electrical panel)
- EV charging station connection to electrical service, if applicable
- Permitting costs/fees
- Internet connection
- Extended warranty for the charging equipment for up to five years.
- Fueling station equipment maintenance agreement for up to five years.
- Onsite signage indicating EV parking only.

Examples of ineligible, non-reimbursable costs include:

- Purchase or rental of real estate
- Construction or general maintenance of buildings and parking facilities
- New paving and landscaping
- Administrative costs
- Electric supply costs
- Operating costs

When possible, recipients are encouraged to consider future charging needs. This may include installing conduit and electrical service box of adequate size and disconnect capacity to allow additional electrical cables to be run to the site to support future installation of charging stations and the ability to upgrade to higher power stations.

⁹ <https://apps.ecology.wa.gov/publications/documents/2301002.pdf>

Application Process

All applicants must apply through the electronic grant and loan system called EAGL (Ecology's Administration of Grants and Loans). To apply through EAGL, applicants must first register for a Secure Access Washington (SAW) account and an EAGL account. Applicants can find detailed instructions for new and current EAGL users at: [Grants & loans - Washington State Department of Ecology](#).¹⁰ Applicants must submit separate applications for each project location. A project location is defined as a distinct address. Applicants may only submit one application per location per round.

- For all project proposals, be prepared to submit the following information:
 - Project category.
 - The number of plugs for which you are requesting funds.
 - Project location and brief description of the charging stations' use case.
 - Site-Host agreement if applicant does not own the property where the charging stations are to be installed.
 - Description of anticipated ground disturbing activities (for example: trenching to lay conduit or concrete pad).
 - Community engagement plan (Ecology will provide downloadable template).

Note: Do not place any orders. Any item ordered prior to grant execution will not be eligible. Please make sure your procurement process meets Washington state requirements. See [Administrative Requirements for Recipients of Ecology Grants & Loans - Yellow book \(wa.gov\)](#).¹¹

¹⁰ <https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans>

¹¹ <https://apps.ecology.wa.gov/publications/documents/2301002.pdf>

Application Evaluation

Screening Criteria

Applications will be screened for compliance with the screening criteria below. Applications that fail any of the screening criteria may be disqualified and eliminated.

- The applicant is an eligible applicant.
- The project is an eligible project.

Scoring Criteria

An Ecology evaluation committee will use the competitive scoring criteria below to score and rank applications meeting the screening criteria above.

Ecology will evaluate applications based on the following scoring criteria:

1. Environmental Health Disparities: 35 points

Projects will be awarded the following points based on the location of the proposed charging stations using the Washington Tracking Network's "Environmental Health Disparities" Index. ([Information by Location | Washington Tracking Network \(WTN\)](#)).¹²

If the project is in a census tract with a score of:

- "9" or "10" = 35 points
- "8" = 20 points
- "1" to "7" = 0 points

2. Overburdened Communities Highly Impacted by Air Pollution: 15 points

Projects will be awarded the following points if they are located within an overburdened community highly impacted by air pollution. Visit Ecology's website for more information and location of these communities: [Overburdened communities - Washington State Department of Ecology](#).¹³

If the project is in:

- At least one overburdened community highly impacted by air pollution: 15 points
- Communities not identified as overburdened and highly impacted by air pollution in Washington: 0 points

¹² <https://fortress.wa.gov/doh/wtnibl/WTNIBL/>

¹³ <https://ecology.wa.gov/Air-Climate/Climate-Commitment-Act/Overburdened-communities>

Ecology will not consider any land managed by a Tribal government as an overburdened community highly impacted by air pollution without express interest and permission reached through Tribal decision-making processes. Because this engagement and consultation has not yet been completed, projects located on land managed by a Tribal government in Washington will receive full points in this scoring category.

3. Proximity to EV Chargers: 20 points

Projects will be awarded points based on the distance to the nearest publicly accessible charging station in Washington State according to the AFDC charging map ([Alternative Fuels Data Center: Alternative Fueling Station Locator \(energy.gov\)](#)).¹⁴

- 20.0+ Miles = 20 points
- 15.0 to 19.9 Miles = 15 points
- 10.0 to 14.9 Miles = 10 points
- 5.0 to 9.9 Miles = 5 points
- 1.0 to 4.9 Miles = 1 point
- 0 to 0.9 Miles = 0 points

4. Median Household Income: Up to 20 points possible

Projects will be awarded points based on the Median Household Income score for the census tract in which the project is proposed, based on the Washington Tracking Network's Socioeconomic Determinants layer within the Social Vulnerability index ([Information by Location | Washington Tracking Network \(WTN\)](#)).¹⁵ Ecology will use the latest income data available.

If the project is in a census tract with a score of:

- "9" or "10" = 20 points
- "8" = 15 points
- "7" = 10 points
- "6" = 5 points
- "0" to "5" = 0 points

5. Rural Communities: 10 pts

Points will be awarded to projects in rural communities based on the US Department of Agriculture's (USDA) Rural-Urban Community Area (RUCA) codes. RUCA codes are developed and assigned to census tracts by the USDA Economic Research Service (ERS)

¹⁴ <https://afdc.energy.gov/stations/#/find/nearest>

¹⁵ <https://fortress.wa.gov/doh/wtnibl/WTNIBL/>

using measures of population density, urbanization, and daily commuting. This data is publicly available through the [USDA website](#).¹⁶ Ecology will use the latest data available.

If the project is in a zip code with a RUCA code of:

- “10” = 10 points.
- “7” to “9” = 5 points
- “1” to “6” = 0

Award Selection Process

Ecology will use the process below to offer grant awards during each round of funding.

Step 1: Ecology will rank applications received during each application period from the highest scoring application to the lowest.

Step 2: Ecology will offer grant awards for the highest scoring application to the lowest, until funds are exhausted.

- Ecology will make awards up to the maximum funding caps per county.
- If the maximum funding cap is reached within a county, Ecology will move to the next highest scoring application in a county where the cap has not been reached.
- Ecology reserves the right to exceed county funding caps if no eligible projects in other counties remain.

Step 3: If applications are submitted for the same address in a funding round, Ecology will only offer an award for the highest scoring application. If the applications have the same score, Ecology will offer an award to the application that was submitted first.

Step 4: Repeat Steps 1 through 3 until all funds for that funding round are awarded or all grant requests have been funded.

Ecology reserves the right to recommend partial funding for any proposal. In this event, Ecology will discuss with the applicant a reduced scope of work commensurate with the level of available funding.

Tie Breaker: In the event of a tie, Ecology will break the tie according to the points awarded for scoring criteria 1 (Environmental Health Disparities Washington Tracking Network Census Tract Score). If applications are still tied, Ecology will award based on furthest distance to the next publicly available charger according to AFDC. If applications are still tied, Ecology will offer an award to the application that was submitted first.

¹⁶ <https://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes/>

Unrequested, Unspent or Additional Funds

Additional Funds: If Ecology allocates additional funding to this grant program after the application deadline expires, Ecology may select projects from the remaining eligible unfunded applicants using the award selection process. Additional funding may be given to applications partially funded in previous rounds.

All applications must be compatible with any new funding source restrictions.

Unrequested on unspent funds: If applicants that are initially awarded funds withdraw or cancel their application, or if funds remain after all eligible applicants are offered an award, Ecology may, at its discretion:

- Increase funding for awarded projects.
- Award funds to projects from the remaining eligible unfunded applicants.
- Negotiate additional projects with existing applicants.
- Reopen the grant application window and establish a new submission deadline to accept additional applications.
- Revise the grant program and accept a new round of applications.

Priority for reallocated funding may be given to applicants partially funded by the original round of funding.

Ecology reserves the right to change the funding amount allocated to this grant program based on demand.

Terms and Conditions

Awards are conditional on receipt of any additional information requested by Ecology to clarify or verify any aspect of submitted information.

Each grant agreement resulting from this solicitation will include standard and general terms and conditions that establish the recipient's rights and responsibilities. By completing the grant agreement, each applicant enters into an agreement with Ecology to conduct the proposed project according to the terms and conditions that correspond to its organization, without negotiation.

Failure to agree to the terms and conditions by taking actions such as failing to complete the grant agreement or indicating that acceptance is based on modification of the terms may result in rejection of the application. Applicants must read the terms and conditions carefully. Ecology reserves the right to modify the terms and conditions prior to executing grant agreements.

Recipient Requirements

All recipients will comply with the following requirements. Ecology may withhold grant reimbursement and/or reject future grant applications from the recipient if they fail to maintain compliance with these requirements through project implementation and operation.

If awarded a grant, recipients must:

- Accept or decline the award within 45 days of Ecology's offer notification. Requests to extend the deadline may be considered at Ecology's discretion.
- Submit a Cultural Resources Review form (provided by Ecology) once award has been accepted. This must be submitted before the grant can be executed.
- Be responsible for all costs incurred prior to grant execution, which will not be reimbursed. Ecology will not increase an award due to unanticipated or underestimated costs.
- List the project as 'planned' with the Alternative Fuels Data Center (AFDC),¹⁷ upon receiving an award for publicly accessible charging stations. Recipient must indicate an expected open date and must update with the AFDC once the charging station is in operation.
- Provide all required matching funds. Applicants may use other grants, rebates, or other incentives as match funds. The total of all grants, rebates, and incentives may not exceed the total cost of the project. If the grantee receives funding in addition to this grant, Ecology will work with the grantee to ensure funds are appropriately reimbursed. Applicants may not profit from this grant opportunity.
- Complete projects within one year of grant execution. Requests to extend the grant expiration may be considered at Ecology's discretion.
- Ensure level 2 charging stations are new and will be maintained for five years.

Ecology recommends that applicants perform their due diligence by contacting vendors for estimates.

Site Requirements

Recipients must:

- Not begin any activities that have the potential to disturb cultural resources, including any ground disturbing activities, until Ecology has completed a Cultural Resources Review, as required by Governor's Executive Order 21-02. Please allow at least 60 days for this review to be complete.
- Have a site-host agreement that certifies the applicant has permission to install charging stations for at least five years if the recipient does not own the site at which they will be installed.

¹⁷ https://afdc.energy.gov/fuels/electricity_locations.html#/find/nearest?fuel=ELEC

- Ensure that EV parking spaces meet the accessibility requirements of the jurisdiction in which the project is located. See the U.S. Access Board’s [Design Recommendations for Accessible Electric Vehicle Charging Stations](#)¹⁸ for more information.
- Be able to demonstrate that all parking spaces are clearly reserved for EV charging only. This must include, at a minimum, either signage or pavement markings. This must be complete before any reimbursement will be approved.

Charging infrastructure requirements

Recipients must:

- Not begin acquisition or installation prior to having an executed grant agreement in place.
- Comply with
 - applicable federal, state, and local utility laws and requirements.
 - Washington procurement laws for the solicitation of bids, and the selection of vendors and contractors for the performance of any grant-assisted work.
 - contract, audit, monitoring and reporting requirements, including scheduled site visits, as needed.

Equipment must:

- Be networked.
- Include user interfaces that are legible in both daytime and nighttime conditions.
- Be certified to operate outdoors and in extreme weather conditions.
- Be certified by the Underwriters Laboratories, Inc. (UL), ETL listed or an equivalent certification.
- Include adequate cord length, protection, and storage.
- Have a minimum one-year manufacturer’s warranty. (Ecology encourages applicants to explore a longer warranty, when possible.)
- Be installed by a qualified licensed professional according to all federal, state, and local rules, including applicable permitting and inspection requirements.
- Meet Society of Automotive Engineers (SAE) J-1772 standard for EV charging plug connector and operational requirements. Alternatives may be considered by Ecology.
- Be capable of providing electric power at each plug at a minimum 9.0 kW (approximately 240V @ 40A).
- Be Open Charge Point Protocol (OCPP) compatible.

¹⁸ <https://www.access-board.gov/files/usab-evse-guide.pdf>

Reporting and closeout requirements

Recipients must submit:

- Quarterly Payment Request/Progress Reports (PRPR) describing project progress including required deliverables throughout the project period. PRPRs must be submitted quarterly, even if there is no associated payment request.
- PRPRs including invoices in support of all reimbursement requests. These must be submitted at the time the recipient is requesting payment.
- Equipment Purchase Reports for each item over \$5,000. This must be submitted prior to reimbursement, if applicable.
- Photos after installation, including:
 - Charging stations clearly including all operational plugs.
 - Onsite signage indicating Electric Vehicle or Plug-in parking only.
 - Others, as needed.
 - Other materials documenting the site of the level 2 infrastructure may be acceptable with prior authorization from the Ecology project manager.
- Recipient Close Out Report. This must be submitted before Ecology approves the final payment request.

Appendix A

The following deliverables may be included in each grant agreement and are provided below for your information. Ecology may add deliverables, as needed.

Task 1: Charging Station Site and Purchase Requirements

Deliverable #	Deliverable Description	Due Date
1.1	If publicly available, RECIPIENT will register the site on the AFDC charger wayfinding app as “Planned” once grant is executed. RECIPIENT will update information with the AFDC once charging stations are activated and ready for public use.	
1.2	RECIPIENT will submit to ECOLOGY the site-host agreement between the RECIPIENT and the site owner, if the RECIPIENT does not own the site where the charging infrastructure will be installed. This may be submitted with the quarterly PRPR.	
1.3	Prior to any ground disturbances, the RECIPIENT will ensure a Cultural Resources Review has been completed. Please allow at least 60 days for completion of the Cultural Resources Review process.	
1.4	Prior to any ground disturbances, the RECIPIENT will submit to ECOLOGY any deliverables required by the Cultural Resources Review findings.	
1.5	<p>RECIPIENT will submit a description of their procurement process to ECOLOGY. The description should include, at a minimum:</p> <ul style="list-style-type: none"> • method of vendor notification of bid opportunity • how many bidders were notified • evaluation summary of bids received • award letter or notice of contract award • awarded contractor name, contract number, date contract was executed <p>This may be submitted with the quarterly PRPR.</p>	

1.6	Prior to reimbursement, RECIPIENT will submit photos of charging stations confirming they are installed, activated, and available for use.	
1.7	Prior to reimbursement, RECIPIENT will complete and submit an Equipment Purchase Report (EPR) in EAGL for any item costing more than \$5,000.	
1.8	RECIPIENT will complete and submit a Recipient Close-Out Report in EAGL. This must be submitted before ECOLOGY approves the final payment request.	