Diesel Mitigation Trust Fund (DMTF)

DC Fast Charging Grant Program
Request for Applications
November 1, 2021
(Revised December 14, 2021)
(Revised January 14, 2022)

The State of Ohio Environmental Protection Agency (Ohio EPA) invites applicants for grants to install DC fast chargers to expand the state’s electric vehicle charging infrastructure network along designated corridors 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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Office of Environmental Education
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(614) 644-2873
Email: evcharging@epa.ohio.gov
Website: https://epa.ohio.gov/wps/portal/gov/epa/divisions-and-offices/environmental-education/grant-programs/vw-mitigation-grants
# Table of Contents

## SECTION 1: REQUEST FOR APPLICATIONS (RFA) OVERVIEW ...................................................... 3

1.1 RFA Timetable ................................................................................................................. 3
1.2 Program Background ....................................................................................................... 3
1.3 Program Contacts and Questions about this RFA ......................................................... 3

## SECTION 2: GENERAL REQUIREMENTS FOR ALL APPLICANTS ........................................ 4

2.1 Fund Reimbursement Policy ............................................................................................ 4
2.2 Contracting Procedures .................................................................................................. 4
2.3 Public Information and Records Retention ...................................................................... 4
2.4 Non-Performance ............................................................................................................ 4

## SECTION 3: PROGRAM ELIGIBILITY .................................................................................... 5

3.1 Eligible Station Locations ............................................................................................... 5
3.2 Eligible Applicants .......................................................................................................... 6
3.3 Eligible Costs .................................................................................................................. 6

## SECTION 4: PROGRAM REQUIREMENTS ............................................................................ 7

4.1 Project Site Requirements ............................................................................................... 7
4.2 DC fast Electric Charging Equipment Requirements ...................................................... 7
4.3 Project Implementation and Charging Station Operating Requirements ....................... 9
4.4 Reporting Requirements ................................................................................................ 9
  4.4.1 Semiannual Project Progress Reports ...................................................................... 9
  4.4.2 Request for Reimbursement Payment .................................................................... 10
  4.4.3 Charging Station Usage Reports ............................................................................ 10
  4.4.4 Final Project Completion Report ........................................................................... 10

## SECTION 5: APPLICATION REVIEW AND PROJECT SELECTION CRITERIA ......................... 10

5.1 Grant Application Components ....................................................................................... 10
  5.1.1 Project Proposal ...................................................................................................... 11
  5.1.2 Project Budget ........................................................................................................ 11
  5.1.3 Applicant Certification Statement .......................................................................... 11
  5.1.4 Financial Requirements (for Non-Government Applicants only) .......................... 11
  5.1.5 Application Completeness Checklist ................................................................... 11
5.2 Application Review and Ranking Process ......................................................................... 11

## SECTION 6: APPENDICES ........................................................................................................ 12

Appendix A: Map of DMTF Eligible Counties and Roadways ............................................. 13
Appendix B: List of Publicly Available Non-Tesla Chargers and Instructions to find them ...... 41
Appendix C: Applicant Project Proposal Template ................................................................. 54
Appendix D: Using ODOT TIMS to find Roadway Functional Classification ......................... 62
Appendix E: Applicant Project Budget Template ................................................................. 106
Appendix F: Applicant Certification Statement ..................................................................... 108
Appendix G: Application Completeness Checklist ............................................................... 112
Appendix H: ADA Compliance Requirements ....................................................................... 115
SECTION 1: REQUEST FOR APPLICATIONS (RFA) OVERVIEW

1.1 RFA Timetable

- Release of RFA: November 1, 2021
- Ohio EPA Webinar for applicants: November 18, 2021
- Application Deadline: January 31, 2022
- Grant Awards announced (tentative): April 29, 2022

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 electric vehicle (EV) DC Fast Charging (DCFC) 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.

The total funding under this DC fast competitive grant offering is approximately $7,000,000 for sites in each of the 26 eligible counties as follows:

- For chargers located on Government Owned Property, Ohio EPA will provide up to 100% of eligible project costs.
- For chargers located on Non-Government Owned Property, Ohio EPA will provide 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

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 via email to evcharging@epa.ohio.gov no later than January 31, 2022.

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 evcharging@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
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.

For chargers located on Government Owned Property, Ohio EPA will reimburse up to 90% of eligible project costs once the chargers are deployed and operating. The remaining 10% will be reimbursed upon successful completion of 5 full years of charger usage reporting (for a total of 100% of eligible costs).

For chargers located on Non-Government Owned Property, Ohio EPA will reimburse up to 70% of eligible project costs once the chargers are deployed and operating. The remaining 10% will be reimbursed upon successful completion of 5 full years of charger usage reporting (for a total of 80% of eligible costs).

While grantees typically proceed after a grant contract with the Ohio EPA is executed, potential applicants may proceed with the deployment of chargers at their own risk. Eligible costs (under Section 3.3 of the RFA) incurred from work done under contracts that are signed after November 1, 2021, would be eligible for reimbursement if that application is selected for grant funding and if the work performed meets the eligibility requirements in the RFA. DMTF funds will not be used to reimburse grant recipients for any contracts executed or expenses otherwise incurred prior to November 1, 2021. 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. By participating in this program, applicants commit to following all applicable laws related to the procurement and delivery of equipment and services funded through this grant program. Eligible entities may consider using one of Ohio Department of Administrative Services’ (DAS) Multiple Award Contracts resulting from Invitation to Bid RS900320/GDC169 as it already meets public procurement requirements.

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 signed grant contract within 60 calendar days of receiving it from Ohio EPA.
- Completion of the installation and initiation of charger operations portion 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 an extension of up to 12 months to extend the total project completion period to a maximum of 36 months.
- Submittal of final invoices and supporting documentation 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 Station Locations

To be eligible for grant funds, charging station locations must be

1. In one of the counties identified in Ohio’s DMTF program and listed below:

<table>
<thead>
<tr>
<th>First Priority Counties</th>
<th>Second Priority Counties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Butler</td>
<td>Lake</td>
</tr>
<tr>
<td>Clermont</td>
<td>Licking</td>
</tr>
<tr>
<td>Cuyahoga</td>
<td>Lorain</td>
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<tr>
<td>Delaware</td>
<td>Madison</td>
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<td>Fairfield</td>
<td>Medina</td>
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<td>Franklin</td>
<td>Portage</td>
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<td>Geauga</td>
<td>Summit</td>
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<tr>
<td>Hamilton</td>
<td>Warren</td>
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<tr>
<td>Ashtabula</td>
<td>Stark</td>
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<tr>
<td>Erie</td>
<td>Trumbull</td>
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<tr>
<td>Greene</td>
<td>Lucas</td>
</tr>
<tr>
<td>Mahoning</td>
<td>Montgomery</td>
</tr>
<tr>
<td>Ottawa</td>
<td>Sandusky</td>
</tr>
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</table>

For purposes of initial scoring and ranking for this grant offering, Ohio EPA will not make a distinction between first and second priority counties. However, Ohio EPA reserves the right to add this as a ranking criterion based on applications received.

2. Within 2 miles of an eligible roadway, though closer proximity of less than 0.5 miles is highly encouraged and will be prioritized in the ranking process. Eligible roadways under this program are Ohio roads with Highway Functional Classifications 01, 02 and 03.

3. Be publicly available. 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, “publicly available” means available to any member of the public 24 hours a day without access restrictions. Parking facilities that serve tenants of a single landlord or the employees or customers of a single business are not eligible for funding under this program.

4. Within a short walking distance, not to exceed a quarter mile, to retail or service establishments such as restaurants, coffee shops, convenience stores or tourism destinations.

5. Preferably, be further away from other publicly available, non-Tesla DC fast charging stations.

Maps of eligible counties and eligible roadways within them are included in Appendix A of this RFA. A list of publicly available stations and instructions to find them is located in Appendix B.
3.2 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.

An applicant may propose the deployment of chargers at multiple location. However, each location must be submitted as a complete, standalone grant application. If more than one location is selected for grant award, Ohio EPA reserves the right to combine them into one grant contract.

3.3 Eligible Costs

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

1. New DC fast 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.
7. Any expenses incurred before November 1, 2021 even if otherwise eligible.
8. Expense incurred in preparing the application.
9. Debts, late payment fees, finance charges or contingency funds, interest, and investment management fees.
10. Attorney fees and any administrative costs.
11. Lobbying, lobbyists, and political contributions.
12. Mark-up on purchases and/or subcontracts.
13. Taxes, except sales tax on eligible equipment and expenses.
14. Permit fees and activities addressing permit issues.
15. Activities addressing enforcement actions that involve a financial penalty.
16. Memberships (including subscriptions and dues).
17. Food, refreshments, entertainment, gifts, prizes and decorations.
18. Salaries, merit awards, bonuses, donations and fundraising.
19. Computer(s), tablets, software or mobile communication devices unless unique to the project and specifically approved by the Ohio EPA as a direct expense.
20. Paper studies, research projects or surveys including feasibility studies or surveys to determine interest in the installation of electric vehicle charging stations.
21. 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 within 2 miles of an eligible roadway, though closer proximity of less than 0.5 miles is highly encouraged and will be prioritized in the ranking process.
2. Are accessible to the general public for users 24-hours per day/seven days per week.
3. Have dusk to dawn lighting.
4. Are within a short walking distance, not to exceed a quarter mile, to retail or service establishments such as restaurants, coffee shops, convenience stores or tourism destinations.
5. Have paved or hardscaped parking space(s) dedicated to the EV chargers, at least one of which complies with Americans with Disabilities Act (ADA) requirements as described in Appendix G. Please note that the parking space should be ADA compliant but NOT ADA reserved.
6. Comply with all applicable federal, state and local laws, ordinances, regulations, and standards, including local electrical and building codes for EV Charging.
7. Have (or will have as part of this project) conduit and an electrical service box of adequate size and disconnect capacity that will serve the EV charging stations proposed in this application AND allow additional electrical cable to be run to the site to power at least two additional 100 kW or higher charging stations in the future.
8. 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.
9. Have a letter of commitment from the site host that each charging station will remain at the site and operational for a minimum of 5 years.
10. Have (or will have in place prior to seeking reimbursement) 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 DC fast Electric Charging Equipment Requirements
The following definitions are the basis for equipment requirements under this RFA:

- **Station Location/Charging Station**: A station location or charging station is a site with one or more EVSE ports at the same address. Examples include a parking garage or a mall parking lot.

- **EVSE (Electric Vehicle Supply Equipment) Port**: An EVSE port provides power to charge only one vehicle at a time even though it may have multiple connectors.
• **Charger/Charging Post:** The unit that houses one more EVSE ports.

• **Connector:** A connector is what is plugged into a vehicle to charge it. Multiple connectors and connector types (such as CHAdeMO and CCS) can be available on one EVSE port, but only one vehicle will charge at a time. Connectors are sometimes called plugs.

Source: [www.afdc.energy.gov](http://www.afdc.energy.gov) (with modifications)

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**1 Station Location/Charging Station**

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

1. Each station location must have a minimum of two, standalone chargers. For purposes of this grant program, a standalone charger is one whose availability, connectivity or performance is not impacted by issues being experienced by another charger at the location.

2. Each single-port charger must be capable of delivering 100kW or higher to a single vehicle (assuming the vehicle is capable of accepting such power input). Units that provide a higher charging capacity will rank higher in review process.

3. Each dual-port charger must be capable of delivering 100kW or higher when a single vehicle is connected. When two vehicles are connected, each vehicle must simultaneously receive 50kW or higher. Dual port chargers will receive higher priority ranking.

4. Each station location must have the ability to charge at least two SAE CCS (Society of Automotive Engineers Combined Charging System) connector vehicles with at least 100 kW supply to each.

5. Each station location must have the ability to charge at least one CHAdeMO connector vehicle with at least 50 kW supply.

6. Charger enclosures 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. Chargers 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. Chargers 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. Chargers must be ADA compliant.

10. Chargers must be covered by a warranty that spans a minimum of 5 years.

11. Chargers must be registered on the AFDC ([afdc.energy.gov/stations/#/station/new](http://afdc.energy.gov/stations/#/station/new)) and PlugShare ([www.plugshare.com](http://www.plugshare.com)) websites.
4.3 Project Implementation and Charging Station Operating Requirements

1. Charging Station installation must be performed in a professional manner in accordance with industry standard best practices and with all state and local government laws and ordinances.
2. Charging station installation must include protection from damage to ground and wall-mounted equipment, including protection from vehicle collision (guard posts, wheel stops, curb protection, or wall-mounted barriers).
3. Charging stations must meet relevant technical and/or safety standards, including but not limited to UL 2202, and Code of Federal Regulations, Title 47, Part 15 (47 CFR 15), and must have valid certification(s) from a Nationally Recognized Testing Laboratory (NRTL).
4. 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).
5. Charging stations must be connected to an operating network and must have the ability to switch between OCPP networks.
6. 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).
7. Charging stations must be accessible to “walk up” consumers. This means that consumers must be able to initiate a charge session without a prior membership or network interaction in a simple, straightforward process.
8. Charging stations and network system must provide 24/7 customer service and support.
9. Any operating network system for a charging station must follow network “roaming” best practices established by the Open Charge Point Interface (OCPI) protocol.
10. Any operating network system must be capable of network uptime of 98% or greater.
11. Any operating network system must proactively monitor charging stations for maintenance needs and notify/dispatch for corrective action as issues are identified.

If charging for use, charging stations and accompanying network systems must include:
12. Point of sale and supporting network use of an open protocol to allow subscribers of other EV charging networks to access the charging station.
13. Multiple payment options for drivers such as pay-per-use and subscription methods, and the ability to accept credit and debit cards.
14. Clear, simple, and real-time pricing and fee information displayed on device, payment screen and physical signage that meets the requirements of O.A.C. 901:6-5-02(H) (see http://codes.ohio.gov/oac/901:6-5-02v1).
15. 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

Projects funded under this grant program have the following project milestones:

- The Project Period begins when a grant contract is first signed between the Ohio EPA and a grantee.
- Grantees have 24 months to complete the project site work and initiate charger operations.
- Once chargers are in operation, grantees may request reimbursement of up to 90% of eligible project costs incurred (70% for non-government locations).
- After operating the chargers for a minimum of 5 years, grantees submit a project closing report and request reimbursement of the remaining 10% of eligible project costs incurred.

The reporting requirements that apply during this project period are listed below.

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.
4.4.2 Request for Reimbursement Payment

Upon completion of equipment installation and initiation of charger operation, grantees may request reimbursement of up to 90% of eligible project costs incurred (up to 70% for non-government locations). Information required in the reimbursement request may include (but is not limited to):

1. Summary Invoice/Reimbursement Request.
2. 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.
3. Copies of canceled checks or credit card statements as proof of payment for all costs.
4. Digital photograph(s) of the completed charging unit(s) showing their serial numbers.
5. 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.
6. Copies of all required permits.
7. Date(s) when installation began, was completed and when the unit(s) became operational.

4.4.3 Charging Station Usage Reports

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

For each charger funded by this grant, information required in the report may include (but is not limited to):

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 may be required for chargers funded by this grant:

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

4.4.4 Final Project Completion Report

Upon completion of 5 full years of reporting under this project, grantees will submit the following documents to Ohio EPA:

2. Invoices and proof of payment for any remaining reimbursable costs.
3. Other project information deemed relevant by the Ohio EPA.

A template for each report and form 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. Contact information of the project representative from the applicant, site host and electric utility.
2. A summary table of project costs.
3. A description of how program requirements in Section 3 and 4 are being met.
4. 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 2 miles of the proposed site. Instructions are provided in Appendix C.
5. A visual depiction/map showing the proposed site; how it can be accessed, surrounding roads and traffic patterns.
6. 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.
7. 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.

5.1.2 Project Budget
Applicants must complete and submit the budget form provided in Appendix E 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 3.3.

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

5.1.4 Financial Requirements (for Non-Government Applicants only)
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:

<table>
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<tr>
<th>Credit Agency</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard &amp; Poor’s</td>
<td>AAA, AA, A or BBB</td>
</tr>
<tr>
<td>Dun &amp; Bradstreet Viability</td>
<td>1, 2, 3, 4, or 5</td>
</tr>
<tr>
<td>Moody’s</td>
<td>Aaa, Aa, A, or Baa</td>
</tr>
<tr>
<td>Fitch</td>
<td>AAA, AA, A, or BBB</td>
</tr>
</tbody>
</table>

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.

5.1.5 Application Completeness Checklist
Applicants must complete and submit the Application Completeness Checklist provided in Appendix G acknowledging that all required components of the application have been included. Incomplete applications will be removed from further consideration.

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. **Counties**: Locations in eligible counties with fewer existing, publicly available, non-Tesla charging stations will be given a higher priority. A map of DMTF eligible counties and roadways is in Appendix A. A list of publicly available DC fast chargers in each eligible county is in Appendix B.

2. **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](https://afdc.energy.gov/stations/#/find/nearest). A baseline list of publicly available non-Tesla chargers that we will compare against is in Appendix B.

3. **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.

4. **Traffic**: Charging stations at locations closer to designated EV corridors and 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. **Single vs. Dual-port Chargers**: Applications with dual-port chargers as defined in Section 4.2 will be given a higher priority.

7. **Charging Capacity**: Proposals with higher power chargers will be given a higher priority.

8. **Scalability/Future Proofing**: Proposals that are scalable beyond the minimum required 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.

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 Eligible Counties and Roadways
- **Appendix B**: List of Publicly Available Non-Tesla Chargers and Instructions to find them
- **Appendix C**: Applicant Project Proposal Template
- **Appendix D**: Using ODOT TIMS to find Roadway Functional Classification
- **Appendix E**: Applicant Project Budget Template
- **Appendix F**: Applicant Certification Statement
- **Appendix G**: Application Completeness Checklist
- **Appendix H**: ADA Compliance Requirements
Appendix A: Map of DMTF Eligible Counties and Roadways
Ohio EPA Electric Vehicle Charging Stations 2021 Grant

- Functional Class 1
- Functional Class 2
- Functional Class 3
- 2 Mile Buffer
- Publicly Accessible DCFC Chargers
- Other Eligible Counties
- Ineligible Counties

*See other maps for details about other eligible counties.*
Ohio EPA Electric Vehicle Charging Stations 2021 Grant

- Functional Class 1
- Functional Class 2
- Functional Class 3
- 2 Mile Buffer
- Publicly Accessible DCFC Chargers
- Other Eligible Counties*
- Ineligible Counties

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- Functional Class 1
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*See other maps for details about other eligible counties.
Ohio EPA Electric Vehicle Charging Stations 2021 Grant

- Functional Class 1
- Functional Class 2
- Functional Class 3
- 2 Mile Buffer
- Publicly Accessible DCFC Chargers
- Other Eligible Counties*
- Ineligible Counties

*SANDUSKY COUNTY

*See other maps for details about other eligible counties.
Appendix B: List of Publicly Available Non-Tesla Chargers and Instructions to find them
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<tr>
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</tr>
<tr>
<td>Summit</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trumbull</td>
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<td></td>
<td></td>
<td></td>
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<td>Warren</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>87</strong></td>
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<table>
<thead>
<tr>
<th>County</th>
<th>Stations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashtabula</td>
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</tr>
<tr>
<td>Erie</td>
<td>0</td>
</tr>
<tr>
<td>Greene</td>
<td>0</td>
</tr>
<tr>
<td>Madison</td>
<td>0</td>
</tr>
<tr>
<td>Mahoning</td>
<td>0</td>
</tr>
<tr>
<td>Ottawa</td>
<td>0</td>
</tr>
<tr>
<td>Fairfield</td>
<td>1</td>
</tr>
<tr>
<td>Geauga</td>
<td>1</td>
</tr>
<tr>
<td>Lucas</td>
<td>1</td>
</tr>
<tr>
<td>Montgomery</td>
<td>1</td>
</tr>
<tr>
<td>Portage</td>
<td>1</td>
</tr>
<tr>
<td>Trumbull</td>
<td>1</td>
</tr>
<tr>
<td>Warren</td>
<td>1</td>
</tr>
<tr>
<td>Butler</td>
<td>2</td>
</tr>
<tr>
<td>Clermont</td>
<td>2</td>
</tr>
<tr>
<td>Lake</td>
<td>2</td>
</tr>
<tr>
<td>Licking</td>
<td>2</td>
</tr>
<tr>
<td>Medina</td>
<td>2</td>
</tr>
<tr>
<td>Summit</td>
<td>2</td>
</tr>
<tr>
<td>Lorain</td>
<td>3</td>
</tr>
<tr>
<td>Sandusky</td>
<td>3</td>
</tr>
<tr>
<td>Delaware</td>
<td>4</td>
</tr>
<tr>
<td>Stark</td>
<td>5</td>
</tr>
<tr>
<td>Cuyahoga</td>
<td>6</td>
</tr>
<tr>
<td>Hamilton</td>
<td>6</td>
</tr>
<tr>
<td>Franklin</td>
<td>41</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>87</strong></td>
</tr>
</tbody>
</table>
Find the distance to nearest charging station
Go to: https://afdc.energy.gov/stations/#!/find/nearest
• Click the Public Stations tab and enter the address of your proposed charging station

• Click the All Fuels drop down and change it to Electric
Once your address is typed in, click the to preform a search

Finding a location
• A map, like the one to the right, will appear.

Finding the nearest charging location
• The list of stations, on the left, are the nearest stations to the location you input.
- Click on the nearest station. This new screen gives you information about the station.
- Check to make sure the station is public, not a Tesla station, and available 24hrs a day without restricted access.
- If it is not, go down the list until you find a station that meets the above criteria.

Finding the nearest charging location
You will need to record information about the nearest qualifying charger in your application: Name, Address, and Distance from your proposed location.

Example:
Name: DC Solar
Address: Sullivant Trace Trail
Columbus, Ohio 43223
Distance: .5 miles

Finding the nearest charging location
Appendix C: Applicant Project Proposal Template
# Diesel Mitigation Trust Fund Grant Application

## Project Proposal

### I. Applicant Information

<table>
<thead>
<tr>
<th>Applicant Business Name (As shown on income tax return):</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TIN #:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Mailing Address:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
</tr>
</thead>
</table>

**Applicant Type (Choose closest match):**

- [ ] Government
- [ ] Business
- [ ] Non-Profit
- [ ] Local/Regional Planning Agency

**Applicant Role (Check all applicable boxes):**

- [ ] Site Host
- [ ] Equipment Vendor
- [ ] Electric Utility
- [ ] Local/Regional Planning Agency

**Will you be using Ohio Department of Administrative Services’ (DAS) **<em>Contract Number RS900320</em>** (Electric Vehicle Chargers and Equipment) for this project?**

- [ ] Yes
- [ ] No

**Application Preparer (Consultant/Grant Writer, if applicable):**

<table>
<thead>
<tr>
<th>Title:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone Number:</th>
<th>Cell Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>( ) -</td>
<td>( ) -</td>
</tr>
</tbody>
</table>

**Email Address:**

**Authorizing Agent (Person Authorized to sign contracts on behalf of the applicant):**

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Title:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone Number:</th>
<th>Cell Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>( ) -</td>
<td>( ) -</td>
</tr>
</tbody>
</table>

**Email Address:**

**Fiscal Agent (Person who will be submitting expenditure reports on behalf of the applicant):**

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Title:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone Number:</th>
<th>Cell Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>( ) -</td>
<td>( ) -</td>
</tr>
</tbody>
</table>

**Email Address:**

**Project Director (Primary point of contact for the project during implementation):**

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Title:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone Number:</th>
<th>Cell Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>( ) -</td>
<td>( ) -</td>
</tr>
</tbody>
</table>

**Email Address:**
II. Project Information

Project Title:

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

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Line A: Total Estimated Project Cost</td>
</tr>
<tr>
<td>2</td>
<td>Line B: Total Ohio EPA DMTF eligible project costs</td>
</tr>
<tr>
<td>3</td>
<td>Line C: Grant funding requested from Ohio EPA DMTF program</td>
</tr>
<tr>
<td>4</td>
<td>Line D: Grant funding requested as percentage (Line C/Line B)</td>
</tr>
<tr>
<td>5</td>
<td>Total number of single-port chargers proposed</td>
</tr>
<tr>
<td>6</td>
<td>Total number of dual-port chargers proposed</td>
</tr>
<tr>
<td>7</td>
<td>Line E: Number of cars that will be able to concurrently charge at 100 kW minimum:</td>
</tr>
<tr>
<td>8</td>
<td>Line F: Grant funding requested per 100 kW minimum charger made available (Line C/Line E)</td>
</tr>
</tbody>
</table>

Project Summary:

Example: The project will install one single-port and one dual port charging station for three publicly accessible electric vehicle parking spaces. This will provide the following charging capacity based on the number of cars connected. (Please explain the charging each car receives based on the number of cars connected).

Please list only one location per application only. You may submit multiple applications

III. Site Information

1. Site Name

Site Name:

Physical Address:

City: State:
### County:  
### Zip:  

**Charger Coordinates (approximate):**  
**Latitude:**  
**Longitude:**  

**Site Type:**  
- Government owned property  
- Non-Government owned property  

*Please include any site details below. Please 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.*

### 2. Site Host  

**Site Host (Entity)**  
**Name:**  

**Site Ownership Status (check one):**  
- Owner  
- 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.*

### 3. Electric Utility  

**Electric Utility (Entity)**  
**Name:**  

**Contact Name:**  

Telephone Number: ( ) -  
Cell Number: ( ) -  
Email Address: 

4. Equipment Vendor (if selected)

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.

6. Describe the proposed location relative to other publicly available DC Fast Charging stations in the county/vicinity.
Please use the instructions in Appendix B to generate and list below the nearest publicly available non-Tesla DC Fast Charging station(s).

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

7. Describe the proposed location relative to the nearest Road Functional Classification 1, 2 or 3 roadways. Also, please list the amenities within 0.25 miles of this location and their hours of service.
Using ODOT’s TIMS site, please generate a pdf map showing the roadway with highest “road functional classification” within 2 miles of the proposed location and the driving distance between both. See instructions in Appendix D. Also, please list the amenities within 0.25 miles of this location that you would like us to consider to strengthen your application and their hours of service.
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:

<table>
<thead>
<tr>
<th>Permit/Agreement Description</th>
<th>Not Required</th>
<th>Required, Application Not Yet Submitted</th>
<th>Application Submitted</th>
<th>Permit/Approval Received</th>
<th>Unsure If Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air/Land use</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structural</td>
<td></td>
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<td>Zoning</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Environmental Impact</td>
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<td></td>
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<tr>
<td>Cultural/Historical Impact</td>
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<td></td>
</tr>
<tr>
<td>City Council/Board Approvals</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
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</tr>
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</table>

Please explain, if necessary:

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

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Proposed Completion Date</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>/ /</td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>a. Signature of Applicant’s Authorizing Agent:</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Date of signature:</td>
</tr>
<tr>
<td>c. Authorizing Agent’s name (typed):</td>
</tr>
<tr>
<td>d. Authorizing Agent’s title or relationship to Applicant:</td>
</tr>
<tr>
<td>e. Applicant (Entity) Name:</td>
</tr>
<tr>
<td>f. Authorizing Agent Phone Number:</td>
</tr>
<tr>
<td>g. Authorizing Agent Email Address:</td>
</tr>
</tbody>
</table>

Email pdf of completed application to evcharging@epa.ohio.gov
Appendix D: 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

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

  Find address or intersection
STEP 3 - FINDING YOUR LOCATION

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

- Click the 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 8 - FIND THE HIGHEST FUNCTIONAL CLASS

- Looking at the map and at the legend, you will notice that in the example, the red road is the highest functional class. *(Principal Arterial)*

- The next highest functional class road is the green road. *(Minor Arterial)*
STEP 9 - SEE IF PROPOSED LOCATION IS WITHIN 4 MILES

- You will use the TIMS measuring tool to see if your proposed location is within 2 miles of a Functional Class 1, 2 or 3 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.
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

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

Your measurement will need to be within 2 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 2 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.
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.
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.
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.
To paste, click the Paste button.
Save your image by clicking the File button.
This will bring up a new menu.

Click on the Save button to start the save process.
A new box will pop up - Save dialog box.
The file name should be 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.
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 screenshot.
- Make sure the drawn line and distance are within your rectangle.
Once you let go of the mouse button (unclick), a new window will appear.
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.

![Snipping Tool Menu](image)
Click the **Save As...** to start the saving process.
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:
  evcharging@epa.ohio.gov

- If you need help, please email Ryan Bourgart or Alauddin Alauddin
  Ryan.Bourgart@epa.ohio.gov
  Alauddin.Alauddin@epa.ohio.gov
CONGRATULATIONS!
YOU ARE DONE.
Appendix E: Applicant Project Budget Template
Ohio EPA VW/DMTF DCFC RFA
Project Budget Template

Applicant (Entity) Name:

Project (Location) Name:

Total Estimated Project Cost:

Number of Chargers: Single-Port: Dual-Port:

Please complete the budget form below listing (a) the sources, status’ and amounts of all project funds and (b) the itemized budget for Ohio EPA DMTF eligible items. Please note that since this is a reimbursement program, applicant must have adequate funding in place to incur the entire project cost upfront.

<table>
<thead>
<tr>
<th>Item</th>
<th>Funding Source(s) and Status</th>
<th>Amount(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Line A: Total of estimated funding and sources (to equal Line A: “Total Estimated Project Cost” above):</td>
<td>$</td>
</tr>
</tbody>
</table>

Itemized Project Budget (Ohio EPA DMTF Eligible Costs Only) (Attach quotes for each cost listed)

<table>
<thead>
<tr>
<th>Item</th>
<th>Item Description</th>
<th>Unit Cost</th>
<th>Quantity</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New DC fast charging station units and associated equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Conduit, signage, bollards, cable/wiring and electrical service box disconnects</td>
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<td>3</td>
<td>Concrete or asphalt addition or replacement</td>
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<td>4</td>
<td>Paint striping and stenciling of the charging station parking spaces</td>
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<td>5</td>
<td>Charging station installation labor (electrical, trenching, etc.)</td>
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<td>6</td>
<td>Cost to extend annual networking service to 5 years</td>
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<td>7</td>
<td>Cost to extend equipment warranty to 5 years</td>
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<tr>
<td>8</td>
<td>Cost of 5-year maintenance contract (if separate from Items 6 and 7)</td>
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<td>9</td>
<td>Other Eligible Costs (Explain on a separate sheet)</td>
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Line B: Total Ohio EPA DMTF eligible project costs

Line C: Grant funding requested from Ohio EPA DMTF program

Line D: Grant funding requested as percentage (Line C/Line B) %

Line E: Number of cars that will be able to concurrently charge at 100 kW minimum:

Line F: Grant funding requested per 100 kW minimum charger made available (Line C/Line E) $
Appendix F: Applicant Certification Statement
Diesel Mitigation Trust Fund Applicant Certification Statements

Applicant (Entity) Name:

Project Title/Locations 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 applicable state and local laws 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 certifies that at least one of the electric vehicle chargers and designated parking spaces to be funded under this Program will meet the Americans with Disabilities Act (ADA) requirements listed in the Request for Applications.

☐ 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 an annual report for five years after installation of the chargers 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(l) 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

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<tr>
<td>h. Signature of Applicant’s Authorizing Agent:</td>
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<td>i. Date of signature:</td>
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<td>j. Authorizing Agent’s name (typed):</td>
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<td>k. Authorizing Agent’s title or relationship to Applicant:</td>
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<tr>
<td>l. Applicant (Entity) Name:</td>
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<tr>
<td>m. Authorizing Agent Phone Number:</td>
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<td>n. Authorizing Agent Email Address:</td>
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Appendix G: Application Completeness Checklist
Ohio EPA VW/DMTF DC Fast Charging Grant Application
Eligibility and Completeness Checklist

Applicant (Entity) Name:
Project/Location Name:

Eligibility
1. My proposed project is located in the following DMTF eligible county:

2. My proposed project is located ___ miles from ___, a Functional Class ___ roadway.

3. The proposed site is available to any member of the public 24 hours a day without access restrictions. □ Yes □ No

4. The proposed site has amenities such as restaurants, coffee shops, convenience stores or tourism destinations within 0.25 miles. □ Yes □ No

Completeness
1. I understand that an incomplete application may be removed from further consideration without further notice. □ Yes □ No

2. I have attached a completed and signed Project Proposal Template. □ Yes □ No

3. I have attached a letter from the site host expressing the commitment to host the chargers for a minimum of 5 years from when they are first operational. □ Yes □ No

4. I have attached a visual depiction/map of the proposed site; how it can be accessed, surrounding roads and traffic patterns. □ Yes □ No

5. I have attached a pdf of the ODOT’s TIMS map that shows the roadway with highest “road functional classification” within 2 miles of the proposed location and the driving distance between both. □ Yes □ No

6. I have attached a site diagram or schematic showing the locations of existing and proposed designated EV charging parking space(s), charging equipment, point of sale equipment and electric service to the site. □ Yes □ No

7. I have attached a completed project budget as provided in Appendix E of the RFA. □ Yes □ No

8. I have attached an Applicant Certification Statement as provided in Appendix F of the RFA. □ Yes □ No

9. For Non-Government Applicants only: I have included the demonstration of financial capability as required in Section 5.1.4 of the RFA by attaching one of the documents listed below:

Credit Agency Rating: □ Yes □ No
Time Deposits (e.g., Certificate of Deposit):  □ Yes  □ No
Line of Credit:  □ Yes  □ No
Loan:  □ Yes  □ No

If you answered “No” to all of the options above, please explain:

Application Preparer:
I hereby confirm that the application, 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.

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<td>p. Date of signature:</td>
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<td>q. Name (typed):</td>
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<td>r. Title or relationship to Applicant:</td>
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<td>s. Phone Number:</td>
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<td>t. Email Address:</td>
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Appendix H: ADA Compliance Requirement
ADA requirements for electric vehicle charging stations

One charging station in 25 must be accessible.
No less than 1 in each parking facility

EV charging only

4 feet
Accessible route in proximity to entrance of building
Charging station
Curb cut if needed

11 feet
5 feet

18 feet

21 feet
Total length of space with clearance

EV charging only

3 feet wide maneuvering clearance

5 feet
5 feet

Curb cut if needed

Ada Forward and side reach limits

48" max
15" min
10" max

48" max
34" max
10" max

48" max
15" min

Stencil graphic or words that indicate “Electric vehicle charging only”

Accessible route to entrance of building