



**KDOT Community Chargers Program**

Call for Projects - Local Public Authority (LPA) Application Form



<b>A. APPLICANT INFORMATION</b>			
1. TYPE OF APPLICANT (CHECK ONE); SEE RFP FOR ELIGIBLE APPLICANTS			
<input type="checkbox"/> BUSINESS/VENDORS <input type="checkbox"/> GOV'T AGENCY <input type="checkbox"/> UTILITY <input type="checkbox"/> OTHER (DESCRIBE)			
2. ORGANIZATION LEGAL NAME		ORGANIZATION TELEPHONE NUMBER WITH AREA CODE	
3. ORGANIZATION MAILING ADDRESS		CITY	STATE
4. COMPANY OR ENTITY APPLYING FOR FUNDING (IF DIFFERENT FROM ABOVE)			
5. NAME OF ORGANIZATIONAL REPRESENTATIVE AUTHORIZED FOR AGREEMENT		TITLE	
TELEPHONE NUMBER WITH AREA CODE		EMAIL ADDRESS	
6. PRIMARY/PREFERRED POINT OF CONTACT NAME		TITLE	
TELEPHONE NUMBER WITH AREA CODE		EMAIL ADDRESS	
7. SECONDARY POINT OF CONTACT NAME		TITLE	
TELEPHONE NUMBER WITH AREA CODE		EMAIL ADDRESS	
<b>B. APPLICATION SUMMARY</b>			
8. GENERAL DESCRIPTION OF APPLICANT'S PROPOSED SITES & FUNDING REQUESTS			
<b>C. APPLICANT AGREEMENT</b>			
<p>I hereby certify that:</p> <ul style="list-style-type: none"> <li>The information included in this application is true and correct to the best of my knowledge.</li> <li>The organization I represent has sufficient resources to conduct this project while awaiting eligible reimbursements from KDOT.</li> <li>I understand that KDOT may request records to verify the accuracy of the application.</li> <li>I agree to the Equipment &amp; Installation Requirements outlined in the Minimum Standards Document.</li> <li>I understand KDOT reserves the right not to award some eligible items therefore reducing the requested amount.</li> </ul>			
9. TYPE AUTHORIZED REPRESENTATIVE'S FULL NAME BELOW TO CERTIFY AGREEMENT TERMS OUTLINED ABOVE			DATE

**D. SITE LOCATION & AMENITIES**

INCLUDE AS MANY COPIES OF SECTIONS D, E, F, AND G AS NEEDED **FOR EACH CHARGING LOCATION.**

SITE LOCATION NAME

HOST SITE NAME

HOST SITE STREET ADDRESS AND/OR GPS COORDINATES (IN DECIMAL DEGREES)

WILL THE CHARGING STATION PROVIDE FOR SECURE PAYMENT METHODS WITHOUT REQUIRING A MEMBERSHIP FOR USE?

YES  NO EXPLANATION:

HOST SITE PROVIDES FREE ACCESS TO WI-FI AND/OR HAS ADEQUATE CELLULAR SERVICE(S)? (CHECK ONE; IF YES, BRIEFLY DESCRIBE WI-FI AND/OR CELL SERVICES)

YES  NO DESCRIPTION:

HOST SITE PROVIDES DUSK-TO-DAWN LIGHTING? (CHECK ONE; IF YES, BRIEFLY DESCRIBE LIGHTING PROVISIONS)

YES  NO DESCRIPTION:

**SITE LAYOUT - ATTACH A CONCEPTUAL LAYOUT OF THE PROPOSED SITE LAYOUT**

BRIEFLY DESCRIBE THE SITE LAYOUT FOR THE PROPOSED CHARGING STATIONS:

HOST SITE & PROPOSED CHARGING STATION COMPLIES WITH ADA ACCESSIBILITY STANDARDS? (CHECK ONE; IF YES, BRIEFLY DESCRIBE HOW ADA IS MET)

YES  NO DESCRIPTION:

HOST SITE PROVIDES CHARGING PORTS IN EXCESS OF MINIMUM REQUIREMENTS? (IF YES, BRIEFLY DESCRIBE)

YES  NO DESCRIPTION:

HOST SITE PROPOSED LAYOUT USES CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN PRINCIPLES (IF YES, BRIEFLY DESCRIBE)

YES  NO DESCRIPTION:

HOST SITE PROVIDES A MIN. OF ONE PARKING STALL PER PROPOSED CHARGING PORT (MIN. 4 STALLS)? (CHECK ONE; BRIEFLY DESCRIBE # OF PROPOSED PARKING STALLS)

YES  NO DESCRIPTION:

HOST SITE PROVIDES 24/7 OPERATION AND CUSTOMER ASSISTANCE? (CHECK ONE; BRIEFLY DESCRIBE HOURS OF OPERATION & CUSTOMER ASSISTANCE)

YES  NO DESCRIPTION:

DESCRIBE OTHER AMENITIES THAT MAY BENEFIT CUSTOMERS AT THIS LOCATION.

DESCRIBE SAFETY PROCEDURES AND/OR SAFETY PRECAUTIONS CONSTRUCTED AT THIS LOCATION FOR CUSTOMERS. ATTACH FULL SAFETY PLAN.

**E. SITE EQUIPMENT & INNOVATION**

WHAT CHARGING EQUIPMENT CONFIGURATION IS BEING PROPOSED? PLEASE ALSO SPECIFY POWER LEVELS. POWER SHARING B/W PORTS IS ACCEPTABLE @ MINIMUM LEVEL PER PORT BELOW.

Must have at least four network-connected (either DCFC or AC Level 2 or a combination of DCFC and AC Level 2) charging ports and be capable of simultaneously charging at least four EVs. Level 2 chargers must be capable of charging at a minimum of 6kW per port with J1772 connectors and must be capable of providing at least 6 kW per port simultaneously across all AC ports. DC fast charging must have CCS connectors and be capable of charging at a minimum of 75 kW per port. DCFCs must be capable of providing at least 75 kW per port simultaneously across all DCFC ports at the station. At least one CHAdeMO connection to the EVSE is required. For DCFCs a NACS Connector may be inc as a covered expense, but is not required at this time.

**E. SITE EQUIPMENT & INNOVATION (CONTINUED)**

DESCRIBE HOW THE EQUIPMENT PAYMENT OPTIONS ARE IN COMPLIANCE WITH THE MINIMUM STANDARDS.

DESCRIBE HOW THE CHARGING EQUIPMENT NETWORK CAPABILITIES ARE IN COMPLIANCE WITH THE MINIMUM STANDARDS.

IF BEING PROPOSED, DESCRIBE HOW THE DCFC CHARGERS AND SUPPORTING EQUIPMENT WILL BE "FUTURE PROOFED" AND HAS CAPACITY FOR UPGRADES.

DESCRIBE THE DEGREE TO WHICH INNOVATIVE SOLUTIONS WILL BE IMPLEMENTED AT THE SITE. (BATTERY STORAGE, RENEWABLE ENERGY SOURCES, ETC). PLEASE NOTE INNOVATIONS ARE NOT A REQUIREMENT.

WILL A NACS CONNECTOR BE PROVIDED AT THIS TIME? EVSE MUST BE CAPABLE OF ADDING THIS EQUIPMENT IN THE FUTURE IF NOT INCLUDED NOW.

**F. BUSINESS MODEL, FUNDING, & EXPERIENCE**

HAS THE STATION SITE HOST COMMITTED TO YOUR 5 YEAR BUSINESS PROPOSITION? (CHECK ONE; IF NO, BRIEFLY DESCRIBE. ATTACH SIGNED LETTER.)

YES     NO    DESCRIBE:

HAS THE HOST SITE UTILITY COMMITTED TO THE REQUIRED SERVICE? (CHECK ONE; IF NO, BRIEFLY DESCRIBE. ATTACH UTILITY SERVICE FORM.)

YES     NO    DESCRIBE:

IDENTIFY KEY PARTNERS OF YOUR SITE BUSINESS MODEL, INCLUDING EDUCATIONAL INSTITUTIONS, AND THEIR RESPECTIVE ROLES (ATTACH SIGNED PARTNER LETTERS, IF AVAILABLE)

DESCRIBE HOW YOU HAVE GARNERED SUPPORT FROM LOCAL AND REGIONAL STAKEHOLDERS. (ATTACH SIGNED SUPPORT LETTERS, IF AVAILABLE)

DESCRIBE YOUR SUSTAINABLE BUSINESS MODEL WITH DETAILS ON THE PRICING STRUCTURE FOR USERS. PLEASE INCLUDE UTILITY RATES, OPERATIONAL COSTS, EXPECTED COSTS TO CHARGE AT THE STATIONS ANTICIPATED REVENUE, ETC. THE PROPOSED PRICING STRUCTURES AND RATES TO CHARGE DRIVERS SHOULD BE FAIR AND REASONABLE.

**F. BUSINESS MODEL, FUNDING, & EXPERIENCE (CONTINUED)**

DESCRIBE YOUR COMMITMENT TO CONTINUE OPERATION OF THE CHARGING EQUIPMENT FOR THE 5 YEAR TERM OF THE AWARD AND ABILITY TO OPERATE BEYOND THAT PERIOD. DISCUSS HOW THE WARRANTY AND OPERATION, MAINTENANCE AND FUTURE PROOFING COMMITMENTS ALIGN WITH THE OPERATIONAL GOALS.

DEMONSTRATED EXPERIENCE WITH ELECTRIC VEHICLE SERVICE EQUIPMENT INSTALLATION AND OPERATION, BUSINESS EXPERIENCE WITH FUELING OPERATIONS, UTILITY/POWER SUPPLY PROVISION, OR CONSTRUCTION PROJECTS

ENTER THE LINE ITEM AMOUNTS BELOW FOR ELIGIBLE PROJECT COSTS FROM SELECTED VENDORS AND CONTRACTORS AT THE SITE.

#	ELIGIBLE BUDGETARY LINE ITEM	TOTAL COST
1	LEVEL 2 AND/OR DC FAST CHARGING EQUIPMENT COSTS	\$
2	CHARGER INSTALLATION COSTS	\$
3	EQUIPMENT SHIPPING COSTS	\$
4	NECESSARY ELECTRICITY SERVICE UPGRADES & CONNECTIONS TO EV CHARGERS (LINES, TRANSFORMERS, ETC)	\$
5	OTHER HARD COSTS OF SITE PREPARATION (CONCRETE, CONDUIT, CABLE/WIRING)	\$
6	SIGNAGE & LIGHTING (DIRECTLY ASSOCIATED WITH EV CHARGING INFRASTRUCTURE)	\$
7	NETWORKING COSTS (UP TO 5 YEARS)	\$
8	CHARGING EQUIPMENT EXTENDED WARRANTIES AND SERVICE CONTRACTS (UP TO 5 YEARS)	\$
9	OTHER EQUIPMENT AND NON-LABOR PROJECT COSTS (DESIGN & ENGINEERING, PROJ. MGMT, ETC)	\$
10	PERMIT COSTS/FEES	\$
TOTAL OF ELIGIBLE ITEMS		\$
FEDERAL FUNDING REQUEST (UP TO 80% OF TOTAL ELIGIBLE ITEMS)		\$
LOCAL MATCH		\$

ILLUSTRATE YOUR PROPOSED SCHEDULE FOR THE EV STATION SITE CONSTRUCTION, INCLUDE SIGNIFICANT INTERIM MILESTONES AND DATES. NOTE THAT BIDDERS WILL BE EVALUATED MORE FAVORABLY FOR COMPLETING CHARGING STATION INSTALLATION WITHIN 18 MONTHS OF NOTICE TO PROCEED.

#	MILESTONE DESCRIPTION	MONTH/YEAR TO MONTH/YEAR
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

**F. BUSINESS MODEL, FUNDING, & EXPERIENCE (CONTINUED)**

DESCRIBE YOUR EXPERIENCE WITH ELECTRIC VEHICLE SERVICE EQUIPMENT INSTALLATION AND OPERATION. DETAIL INNOVATIVE PLANS, EQUIPMENT, OR PROCEDURES YOU HAVE IMPLEMENTED IN THE EV CHARGING INDUSTRY.

**G. OPERATIONS & MAINTENANCE**

ATTACH REQUIRED DOCUMENTS RELATED TO OPERATIONS & MAINTENANCE

SERVICE LEVEL AGREEMENT

OPERATIONS & MAINTENANCE PLAN

**H. SUPPORTING DOCUMENTS & COMMENTS**

ATTACH ALL SUPPORTING DOCUMENTS, INCLUDING COMMITMENT LETTERS FROM HOST SITE AS APPROPRIATE, BUSINESS PARTNERS, UTILITY AGENCY, STAKEHOLDERS, EDUCATIONAL INSTITUTIONS, ETC. IF DESCRIPTION SPACE WAS NOT AMPLE IN PREVIOUS SECTIONS OF THIS APPLICATION, INCLUDE ANY ADDITIONAL PERTINENT INFO/COMMENTS BELOW.

**H. PROPOSED SCOPE OF WORK**

DOES THE INSTALLATION REQUIRE GRADING OUTSIDE OF AN EXISTING PAVED AREA?

YES       NO

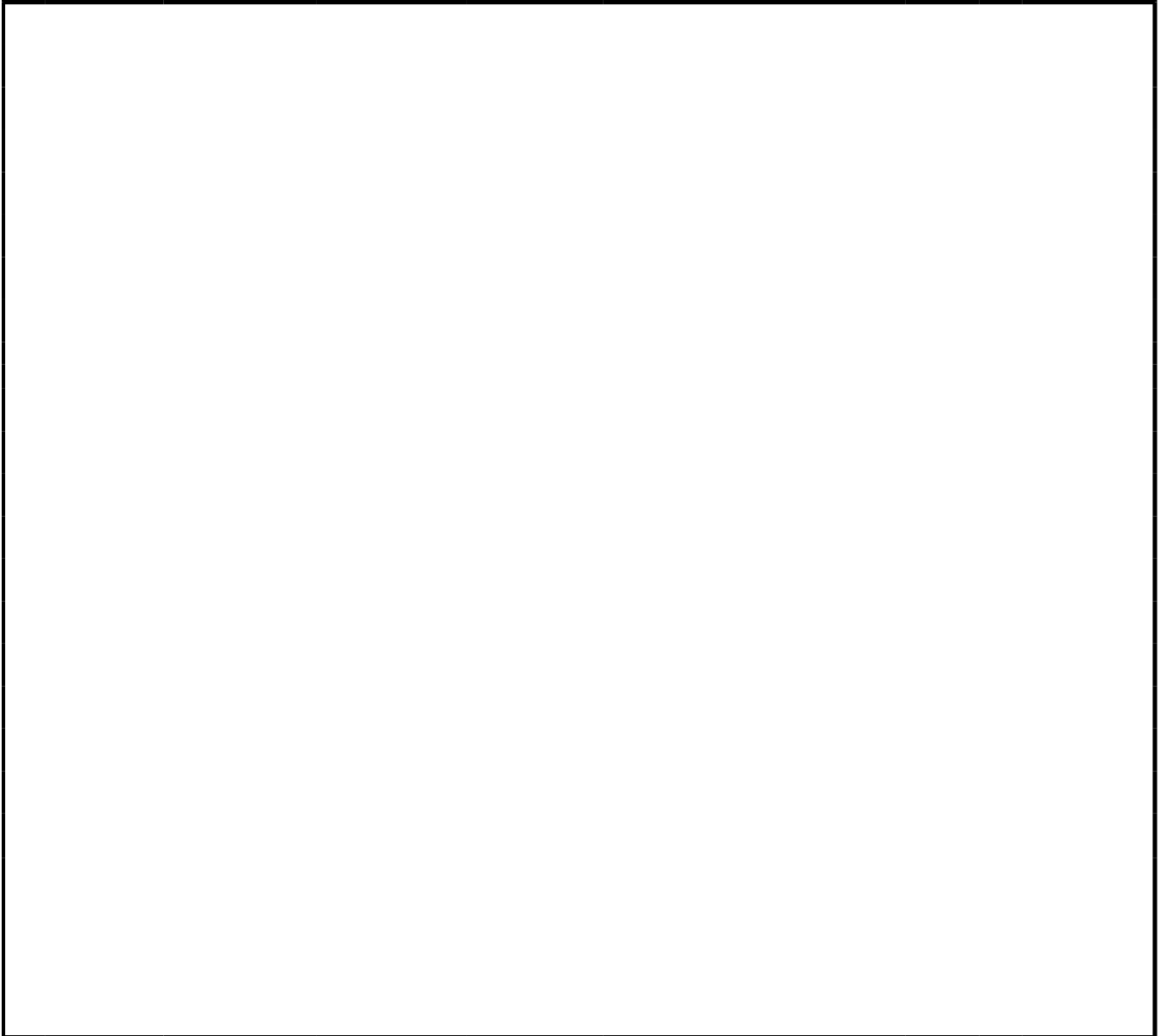
IF SO, DOES THE GRADING REQUIRE CUTTING DOWN TREES OR GRADING AN EXISTING DRAINAGE CHANNEL?

YES       NO

IS THE PROPOSED INSTALLATION ON PUBLICLY OWNED PROPERTY?

YES       NO

**I. LOCATION MAP HERE OR PLEASE ATTACH A COPY (MAP SHOULD SHOW LAYOUT OF THE SITE INCLUDING LOCATION OF THE PROPOSED EVSE AND LAYOUT OF THE PARKING STALL LOCATIONS. PLEASE SEE ATTACHED EXAMPLE SITE LAYOUT.**



<b>UTILITY SERVICE CONFIRMATION - This section to be completed by applicant</b>			
1. UTILITY		UTILITY CONTACT PERSON, TELEPHONE NUMBER OR EMAIL ADDRESS	
3. UTILITY MAILING ADDRESS		CITY	STATE ZIP CODE
SITE HOST - COMPANY NAME & ADDRESS			
SITE ADDRESS / LOCATION			
Will the EVSE load be added to an existing meter/account or will a new account be requested? <input type="checkbox"/> EXISTING METER/ACCOUNT <input type="checkbox"/> NEW METER/ACCOUNT <input type="checkbox"/> OTHER (DESCRIBE)			
REQUESTED SERVICE VOLTAGE			
POWER FACTOR (%) - 90-100% typical			
EXPECTED LOAD PROFILE At what hour of the day will peak load occur?		How is load expected to vary across the day?	
PROJECTED MONTHLY ENERGY USE (kWh)			
ANY ADDITIONAL FEATURES TO MANAGE PEAK ELECTRICAL DEMAND: (Solar, net metering, battery installation, etc.)			
<b>This section to be completed by utility provider</b>			
UTILITY REPRESENTATIVE COMPLETING THIS FORM		UTILITY	
EMAIL ADDRESS		TELEPHONE NUMBER	
IS THE UTILITY ABLE TO PROVIDE ELECTRICAL SERVICE AS DESCRIBED ABOVE? (CHECK ONE; IF NO, BRIEFLY DESCRIBE OR ATTACH LETTER) <input type="checkbox"/> YES <input type="checkbox"/> NO    DESCRIBE:			
ARE ANY SERVICE EXTENSIONS OR UPGRADES REQUIRED TO SERVE SITE AS DESCRIBED? (CHECK ONE; IF YES, BRIEFLY DESCRIBE OR ATTACH LETTER) <input type="checkbox"/> YES <input type="checkbox"/> NO    DESCRIBE:			
DOES THE UTILITY HAVE ANY CONCERNS ABOUT PROVIDING ELECTRICAL SERVICE? (CHECK ONE; IF YES, BRIEFLY DESCRIBE OR ATTACH LETTER.) <input type="checkbox"/> YES <input type="checkbox"/> NO    DESCRIBE:			
ARE THERE ANY UTILITY REBATE PROGRAMS THAT MAY APPLY TO THIS PROJECT?			
SIGNATURE OF UTILITY REPRESENTATIVE COMPLETING THIS FORM:			

## **KDOT Minimum Standards for Community based EV Charging Stations**

### **1) Program Minimums**

- a. Must have at least four network-connected (either DCFC or AC Level 2 or a combination of DCFC and AC Level 2) charging ports and be capable of simultaneously charging at least four EVs.
- b. Level 2 chargers must be capable of charging at a minimum of 6kW per port with J1772 connectors and must be capable of providing at least 6 kW per port simultaneously across all AC ports. DC fast charging must have CCS connectors and be capable of charging at a minimum of 75 kW per port. DCFCs must be capable of providing at least 75 kW per port simultaneously across all DCFC ports at the station.
- c. Chargers (minimum of four ports) must be located at the same address.
- d. Must be open to the public and accessible at least as frequently as the business hours of the site host but chargers are encouraged to be open as long as they are physically accessible.
- e. Provide a contactless payment method that accepts major credit and debit cards; accepts payment through either an automated toll-free phone number or SMS. Payment methods must be accessible to persons with disabilities, not require or offer a discount through a membership, not affect power flow to vehicles, and provide access to people with limited English proficiency.
- f. All electricians installing EVSE must be EVITP certified or possess a continuing education certificate from a registered apprenticeship program.
- g. Must provide a mechanism for customers to report issues; may only collect, process, and retain personal information that is strictly necessary to provide charging service
- h. Recipients must ensure that chargers are maintained in compliance for a period of not less than 5 years from the initial date of operation at 97% uptime.
- i. Minimum reporting requirements for 5 years

### **2) Charging Location**

- a. Provides at least one CHAdeMO connection to the EVSE. For DCFCs, a NACS Connector may be included and is a covered expense. It is not required at this time, but the equipment must be upgradable, or future proofed, to add an additional connector.
- b. Free access to WiFi and/or cellular service for customers while they charge
- c. Dusk-to-dawn area lighting at chargers location

### **3) Site Layout**

- a. Charging ports must be ADA accessible. Please see [U.S. Access Board](#) Design Recommendations for Accessible EV Charging Stations
- b. Charging station must be located to be visible from a street or visible to any associated building interior.
- c. On-site signage directing customers to the charging ports.
- d. Application must provide a site layout (conceptual sketch) identifying location(s) of charging ports, illustrate ADA accessibility, access from public street, at a minimum scale of 1" to 20'

### **4) Future Proofing**

- a. Provide warranty for EVSE
- b. Service contract



- c. A NACS Connector is not required at this time, but the equipment must be upgradable, or future proofed, to add an additional connector.

**5) Demonstrated Experience/Business Plan**

**6) Partnerships**

- a. Signed agreement with site host or network provider (whoever is not the applicant)
- b. Provide utility service form indicating level of service/ability to provide power at needed level within certain period of time

**7) Project Readiness**

- a. Able to start construction within 9 months of Notice to Proceed (NTP) – pull required permits and break ground
- b. Able to complete construction within 18 months of the NTP

Example Site Layout  
Map 1



Example Site Layout  
Map 2

Electrical  
service

3 Dual-port  
Level 2 chargers

Covered parking

EV Parking - 6  
accessible spaces

Medical Clinic  
Open 7am-6pm

Main  
entrance

Public street

Parking lot is accessible 24 hours with security patrols throughout the entire medical campus.

