**New Mexico Environment Department**

**Light Duty Electric Vehicle Supply Equipment Program**



**Project Application**

**July 15, 2019**

**Contents**

[Application Guide 3](#_Toc13818610)

[Projects are subject to ALL terms of the Trust 3](#_Toc13818611)

[Other Requirements: 3](#_Toc13818612)

[Application Review and Selection Process 4](#_Toc13818613)

[Application Evaluation Criteria 4](#_Toc13818614)

[Valued Site Attributes 4](#_Toc13818615)

[General Program Award and Project Agreement Conditions 5](#_Toc13818616)

[Submittal Instructions and Requirements 5](#_Toc13818617)

[PROJECT APPLICATION 6](#_Toc13818618)

[A. Project Description 6](#_Toc13818619)

[Participant Information 6](#_Toc13818620)

[Site Description and Project Feasibility 6](#_Toc13818621)

[B. Technical Requirements 8](#_Toc13818622)

[C. Community Impact 10](#_Toc13818623)

[Site Specific Attributes 10](#_Toc13818624)

[D. Project Budget and Costs 11](#_Toc13818625)

[Financial Structure 11](#_Toc13818626)

[Eligible Project Costs1 11](#_Toc13818627)

[E. Additional Relevant Information 12](#_Toc13818628)

[F. Signature and Certification 12](#_Toc13818629)

[Appendix A - Site Plan 13](#_Toc13818630)

[Appendix B – Roadway, Area and Vicinity Maps 14](#_Toc13818631)

[Appendix C - Supporting Documentation from the Local Electric Utility 15](#_Toc13818632)

[Appendix D – Equipment Specifications 16](#_Toc13818633)

# Application Guide

New Mexico Environment Department (NMED) is offering this application for the Light Duty Electric Vehicle Supply Equipment (LDEVSE) Program, funded through the Trust established by the Volkswagen (VW) Settlement with the United States and administered by Wilmington Trust, N.A. (Trustee).  NMED developed a [Beneficiary Mitigation Plan](https://www.env.nm.gov/wp-content/uploads/2018/07/BeneficiaryMitigationPlan_FINAL-072418.pdf) (Plan) to describe how the State plans to utilize the funds allocated under the Trust. The primary goal of the Trust and Plan is to offset the excess emissions associated with the affected VW vehicles registered in New Mexico. The LDEVSE Program will have access to 15% (approximately $2.7 million) of the State’s allocation under the [Trust](https://www.vwenvironmentalmitigationtrust.com/sites/default/files/2018-05/Final%20Filed%20Dkt%2051-1%20%20State%20Beneficiary%20Trust%20Agreement_0.pdf) to assist in lowering NOX emissions through deployment of light-duty electric vehicle supply equipment.

The submission of an application does not constitute an award. NMED reserves the right to accept, reject, or negotiate any or all applications received, and the terms therein. The final decision to award funds will be determined by NMED and the VW Trust Steering Committee.

***Please read this guide carefully prior to applying for funding through the LDEVSE Program****.*

## Projects are subject to ALL terms of the Trust

Funds from the Trust shall not be used for:

* Purchase or rent of real estate;
* Other capital costs (e.g., construction of buildings, parking facilities, etc.); or
* General maintenance, other than maintenance of actual electric vehicle supply equipment.

## Other Requirements:

By submitting this application, the applicant agrees to the following conditions in addition to the terms of the Trust, to receive any potential funding from the LDEVSE Program. Applicants must:

* Install the LDEVSE within New Mexico.
* Meet the requirements of the New Mexico Procurement Code of Regulations, as applicable.
* Provide matching funds for the project as specified by the terms of Appendix D-2 of the [Trust](https://www.vwenvironmentalmitigationtrust.com/sites/default/files/2018-05/Final%20Filed%20Dkt%2051-1%20%20State%20Beneficiary%20Trust%20Agreement_0.pdf) with a cap of $20,000 per dual port level-II charging station and up to 75% of eligible costs for a DC fast-charging station. The amount of match offered by the applicant greater than that required by the Trust will be considered in the review process.
* Maintain compliance with all state and federal regulations for contracting, auditing and payments. All contractors must be licensed to work in the State of New Mexico and maintain appropriate types and levels of insurance coverage.
* Charging stations must be purchased, and not leased or financed, to be eligible for funding.
* Applicants must either have title ownership of the site or facility where the proposed charging station(s) will be installed, or provide written approval for charging station installation from the title owner of the site. We request that all Home Owners Association (HOA) applicants include a formal resolution or letter of intent from the HOA Board with their application.
* The station(s) must have dedicated parking for EV use only.
* For multi-family residences, the charging stations must be commonly accessible and not dedicated to individual units.
* All charging stations must be certified by [Underwriters Laboratories](http://www.ul.com), [ETL Listed](http://www.intertek.com/marks/etl/?gclid=Cj0KCQjwyLDpBRCxARIsAEENsrL3wfnqsPT4fUQdC4CcJSuFKpzdCyBIfQU6Rz-ZUnqit1CKg1jw02MaAg4NEALw_wcB) or an equivalent certification and must have a minimum one-year warranty. Units must be compliant with the current version of the National Electrical Code (NEC) Article 625.
  + Applicants must follow independently published recommendations on the installation of charging stations in compliance with the Americans with Disabilities Act (ADA). For more information about the ADA and charging stations, please see the U.S. Department of Energy’s [Guidance Document](http://www.afdc.energy.gov/uploads/publication/WPCC_complyingwithADArequirements_1114.pdf).
* Applicants must work with NMED to share data on overall energy consumption and interval data for the operational life of the station(s).
* Complete construction of the electric charging station within 2 years after execution of the Project Agreement.
* Allow routine audits of the project while under construction.
* Submit a final report consistent with the terms and conditions of the award. Specific details will be provided in the Project Agreement.
* Submit required documentation as requested from NMED for review and approval, prior to NMED’s submittal of a reimbursement request to the Trustee for the agreed upon amount after completion of the project.
* Maintain charging station operability and public accessibility for at least 10 years after completion of construction. This includes maintaining compliance with local, state and federal laws including, but not limited to, safety, accessibility and point-of-sale.

## Application Review and Selection Process

NMED will conduct a comprehensive review of the program applications and supporting documentation. NMED will not be responsible for an application that is rejected due to incomplete or inaccurate information. All complete applications will be evaluated and scored by a panel of air quality experts using the criteria listed below. Qualifying applications will be sent to the VW Trust Steering Committee for final selection.

## Application Evaluation Criteria

The following criteria will be evaluated during the application selection process:

* Site Description and Project Feasibility
* Technical Requirements
* Community Impact
* Project Costs, Financial Structure and Budget

## Valued Site Attributes

The following charging site attributes will be highly valued during the application selection process:

* Within 1.0 mile of a major highway, U.S. Route or state road in a rural area
* Points of access
* 24-hour access
* Sight lighting
* Cellular service coverage for major carriers
* Point-of-sale availability at or near the charging station, to include card readers
* Proximity to shopping, dining, or entertainment
* Potential for expansion

# General Program Award and Project Agreement Conditions

1. Applicants selected for funding will receive a Notice of Selection letter from NMED Cabinet Secretary, or the Cabinet Secretary’s designee, addressed to the contact person specified in the application.
2. Awardees will be assigned an NMED project advisor.
3. Projects selected by NMED and the Steering Committee will be forwarded to the Trustee. The Trustee approves funding requests that meet the requirements of the Trust.
4. Projects may begin after a Project Agreement has been fully executed.
5. The project must be completed as described in the application and Project Agreement.
6. Awardees will be reimbursed ***after*** the project has been fully executed, and ***only*** for costs expended by the awardee and approved by NMED and the Trustee. All invoices must be accompanied by documentation demonstrating that the invoices have been paid by the awardee.

The LDEVSE Program is a competitive program. An application may fail to receive funding or may be deemed unacceptable due to application inadequacies or receipt of more qualified applications. NMED will notify applicants in writing whether funding has been approved for the current application cycle. NMED is not obligated to provide detailed explanations why specific projects do not receive funding. The LDEVSE Program applications and information provided for approved projects are public documents and are subject to disclosure to the public upon request as required by applicable state and federal laws.

For more information about the VW settlement, visit our [website](https://www.env.nm.gov/air-quality/vw-settlement/) or contact Robert Spillers at (505) 476-4324 or [robert.spillers@state.nm.us](mailto:robert.spillers@state.nm.us). The funding requirements of the [Trust](https://www.vwenvironmentalmitigationtrust.com/sites/default/files/2018-05/Final%20Filed%20Dkt%2051-1%20%20State%20Beneficiary%20Trust%20Agreement_0.pdf) may be found under Appendix D-2 of the VW Settlement.

# Submittal Instructions and Requirements

Only complete applications submitted by the deadline will be considered. One original hard copy and one electronic copy, either on a CD or via email to Kerwin Singleton at kerwin.singleton@state.nm.us, must be received by NMED no later than 5:00 pm on November 15, 2019. Applications received after this time will not be accepted for any reason, and postmark dates will not be taken into consideration. A submission of an application does not guarantee funding and incomplete applications may not be considered. NMED may request additional project information at its discretion. Applications should include all required documentation and be mailed, or hand delivered to:

Kerwin Singleton

Planning Section Chief, Air Quality Bureau

New Mexico Environment Department

525 Camino de los Marquez, Suite 1

Santa Fe, NM 87505

# PROJECT APPLICATION

**For each application, applicants must complete each of the following requirements. By checking the following, the applicant is acknowledging that these requirements have been met:**

|  |
| --- |
| All required supporting documents, including maps, site plans, plot diagrams and renderings, and documents from utilities have been included as Appendices to this application. |
| This application meets the requirements of the New Mexico Procurement Code of Regulations, as applicable. |
| This application meets all requirements of the Trust, specifically those in Appendix D-2. |

## A. Project Description

### Participant Information

|  |  |  |  |
| --- | --- | --- | --- |
| Business or Organization Name (As shown on income tax return): | | Tax ID#: | |
| Mailing Address: | City: | State: | Zip: |
| Contact Name: | Contact Title: | | |
| Contact Phone Number: | Contact Email Address: | | |
| Project Title: | | | |

### Site Description and Project Feasibility

|  |  |
| --- | --- |
| Address/Location of the proposed charging site: | |
| Latitude (deg., min., sec.): | Longitude (deg., min., sec.): |
| Is the address located on a government-owned property?  Yes  No | |

**Please provide a brief summary of the project you are submitting.**

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**Provide an estimated project timeline. Please describe the major phases of the project including milestones and the estimated completion date of each phase.**

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**Describe why the specific location is suitable for the proposed project including the number of chargers proposed for the site. Include a site rendering, and the location and description of existing electric service to the site.** Provide a site plan (Appendix A) for the proposed project.

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**Describe the proposed location of the site using an address or mile marker, the location of the site on your property, including how the site can be accessed and indicate space available for future expansion.** Provide a map (Appendix B) of the proposed site with all major roadways included, a map that identifies existing charging stations within a 75-mile radius around the proposed location, and a map showing any eating establishments, shopping or other entertainment within a 1-mile radius around the proposed location.

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**Describe whether the site has existing electrical service, and what upgrades or installations may be needed.** Attach documentation (Appendix C) from your local utility including the name of the utility’s representative.

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#### Identify all necessary permits or other approvals required for the project:

|  |  |  |
| --- | --- | --- |
| **Permit/Agreement Description\*** | **Not Required** | **Required** |
| Environmental |  |  |
| Environmental Impact |  |  |
| Electrical |  |  |
| Structural/Building |  |  |
| Zoning/Land Use |  |  |
| Cultural/Historical Impact |  |  |
| City Council/Board Approvals |  |  |
| Other (list)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

**\***You and your contractor may need valid permits for certain activities.

## B. Technical Requirements

#### Provide details of the **type of equipment** you plan to install for EV chargers below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EV Supply Equipment** | **Charger Power Output (kW)** | **Charging Technology** | **Number of Chargers** | **Expandable for Increased Power?** |
| Multiport Level II\* |  | CHAdeMo  SAE Combo |  | N/A |
| Multi-Port DC Fast Charger |  | CHAdeMo  SAE Combo |  | Yes  No |
| Other- |  | CHAdeMo  SAE Combo |  | Yes  No |
| Open Standard Protocol | | | | ☐ Yes  ☐ No |
| Networked | | | | ☐ Yes  ☐ No |
| Energy Star Certified Level II Electric Vehicle (EV) Charging Stations\*\* | | | | Yes  No |
| **Provide additional details, if necessary.** Include equipment specification documentation (Appendix D). | | | | |

\* SAE J1772/6.2 kW connector.

\*\* Information on ENERGY STAR certified equipment can be found at: [www.energystar.gov/products/other/evse](http://www.energystar.gov/products/other/evse).

#### Describe the point of sale equipment to be installed at or near the EV charging station.

|  |
| --- |
|  |

#### How does your organization plan to maintain the charging station(s)? Please detail any maintenance plans your organization has for the charging station(s).

|  |
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|  |

## C. Community Impact

### Site Specific Attributes

**Provide information on existing or planned site-specific attributes of your project, including the following: proximity to a major highway, U.S. Route or state road, points of access, 24-hour service, site lighting, ADA accessibility, cellular service for major carriers, point-of-sale availability, proximity to shopping, dining, and entertainment, and the potential for expansion.**

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| --- |
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**Using EPA’s** [**EJSCREEN**](https://www.epa.gov/ejscreen)**, provide information specific to the population within a five-mile radius of the proposed project.**

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**Is your organization planning to charge parking/charging fees for users? ☐ Yes ☐ No**

If “Yes”, describe the proposed fee/rate structure for the use of the EV chargers and whether demand charge relief will be provided.

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**Have you engaged stakeholders in the vicinity of the proposed location to determine their interest in the proposed project? If so, describe below.**

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|  |

## D. Project Budget and Costs

### Financial Structure

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

|  |
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|  |

### Eligible Project Costs1

**Provide an estimated budget for equipment, installation, and other cost categories listed below. This does not indicate that funding will be provided for all costs listed and funding must be consistent with the terms of the Trust, including cost sharing requirements.**

|  |  |  |
| --- | --- | --- |
| **LDEVSE Project Component** | **Cost** | **Line Item Description** |
| Charger(s) |  |  |
| Electrical System Upgrades |  |  |
| Other Components (Please list) |  |  |
| Labor Installation Costs |  |  |
| Permitting Fees, if applicable  (Please itemize) |  |  |
| Other Cost (Please itemize) |  |  |
| Total Estimated Project Costs |  |  |
| Match Funding by Applicant |  |
| Total Funding Request to Trust2 |  |

1 Level-II dual port charging stations have a funding cap of $20,000 per station, and DC fast chargers have a funding cap of 75%. Any amount greater than the cap can be included in the matching funding by applicant.

2 The total funding request is the total project cost minus the match funding.

## E. Additional Relevant Information

Please attach any additional relevant information such as:

* Additional information that will assist the Evaluation Committee’s understanding of the proposed project.
* Additional documents that help support your application.

#### If you are attaching documents, please include a description of the documents attached.

## F. Signature and Certification

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby certify that the information and data submitted in this application are true and accurate as possible, to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Printed Name Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Signature Date

# Appendix A - Site Plan

Site plans, at a minimum, must include:

* Scale
* Arrow indicating north
* Official property address, street names, lot dimensions, to include area in square feet or acreage
* Location of existing and proposed utilities
* Location of proposed charging units
* Location of lighting, pre-existing structures, driveways, etc. labeled as ""existing""; all proposed development labeled as "proposed"
* ID property ownership, zone/government/public property
* Setbacks from structures and appurtenances

# Appendix B – Roadway, Area and Vicinity Maps

Minimum requirements for maps must include:

* A map with a 75-mile radius of the proposed site location indicating the location of any existing or proposed charging stations
* A map with the locations and distances from any interstate, U.S., or state highways
* A map with a 1-mile radius indicating any eating establishments, shopping or other entertainment
* Other maps that provide additional information as it pertains to the project site

NMED has provided the links below; however, providing these links does not attest to the accuracy of EV charging stations locations, nor does it represent an endorsement of any particular website. It is the responsibility of the applicant to identify existing EV charging stations within a 75-mile radius of the proposed project location.

PlugShare - <https://www.plugshare.com/>

ChargeHub - <https://chargehub.com/en/charging-stations-map.html>

Alternative Fuels Data Center - <https://afdc.energy.gov/fuels/electricity_locations.html#/find/nearest?fuel=ELEC>

# Appendix C - Supporting Documentation from the Local Electric Utility

These documents shall include the following:

* Documents providing the rate structure, including any demand charge relief
* Map with location of utilities that service the location
* Documents outlining any upgrades needed for the site location
* Estimated costs for providing services to the site location
* Utility representative’s contact information

# Appendix D – Equipment Specifications