



# OTO 2023 EV Charging Application Guidelines

The Carbon Reduction Program provides funding opportunities for OTO member jurisdictions and eligible agencies within the OTO region to promote the use of electric vehicles (EVs) and reduce carbon emissions.

## [Link to Online Application](#)

### Funding Availability

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This grant program offers up to \$750,000 in federal funding to support the installation of Level 2 charging stations for electric vehicles.

No one agency will receive more than \$300,000.

### Eligible Projects

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Projects eligible for funding under this program must meet the following criteria:

- Install network-connected AC Level 2 charging ports
- Have at least four charging ports per location (or *station* as defined in [federal guidance](#))
- Each charging port must have a continuous power delivery rating of at least 6 kW
- Charging stations must be capable of providing at least 6 kW per port simultaneously across all AC ports
- Charging stations must be able to conduct power sharing and/or participate in smart charge management programs while still meeting the EV's demand for power up to 6 kW, unless the EV charging customer consents to accepting a lower power level.
- Charging stations must have a permanently attached J1772 connector and charge any J1772-compliant vehicle
- Charging stations must be available for use and accessible to the public at least as frequently as the business operating hours of the site host.
- Comply with Buy America, Build America
- Other requirements as described in 23 CFR 680 (<https://www.ecfr.gov/current/title-23/chapter-1/subchapter-G/part-680?toc=1>)

### Eligible Items

- AC Level 2 Charger(s) – in any configuration that supports the requirements
- On-Site Utility Supply and Relocation
- Other on-site work to support vehicle parking

### Ineligible Items

- Warranty and Subscription Plan Fees
- Off-site Utility Supply and Relocation
- On-site power generation, such as solar
- Site configuration beyond what is deemed necessary for parking stalls of charging vehicles

## Eligible Applicants

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Since requirements for federal funding of electric vehicle chargers is a new process and requirements are still being implemented, this application round is limited to OTO jurisdictions and agencies, including Missouri State University. Project sponsors will work with MoDOT, as all projects will be administered through the local public agency process. Project sponsors will also need to comply with data reporting requirements as those details become more available through FHWA.

## Match Requirements

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Project Sponsors must provide a local match of 20% of total project costs for a project to be eligible for funding. In most cases, this match must be a cash match. In-kind contributions in the form of construction labor by local forces are not eligible. If an applicant chooses to provide a local match in excess of 20%, the OTO reserves the right to substitute federal funds for the pledged local match in excess of 20% if sufficient federal funds are available.

## Application Process

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Applicants must submit a completed application form and provide supporting documentation, including project descriptions, timelines, budgets, and technical specifications for the proposed charging station(s). Applicants may also be required to provide evidence of the site host's commitment to the project and any necessary permits or approvals.

## Timelines

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Projects funded through this call-for-projects must comply with application timeline outlined below. EV Charging applications must comply with programming, design, and construction procedures outlined below.

### Application Process

April 20, 2023 Application Posted

May 19, 2023 Deadline to Submit for Optional Review by OTO Staff

June 1, 2023 Application Deadline

June 13, 2023 Selection Committee to select projects

June 21, 2023 TPC meeting to recommend TIP amendments for selected projects

July 20, 2023 Board of Directors meeting to approve TIP amendments for selected projects

August 2023 Programmed in TIP following TIP Amendment Approval by FHWA

### Programming, Design, Construction Process

The time frames shown represent maximum expected times for implementation approvals and concurrences; schedules will vary depending on project type. Actual progress towards implementation will be measured against the schedule submitted by the entity.

Phase	Maximum Time Frame	Projected Schedule	Funds Obligated
1. Award Notification post TIP Amendment	0 Months	August 2023	No
2. Programming Data Form <sup>1</sup>	2 Months	October 2023	No
3. Engineering Services Contract Approval <sup>2</sup>	7 Months	March 2024	Yes
4. Preliminary & Right-of-Way Plans Submittal	11 Months	July 2024	No
5. Plans, Specifications, & Estimate (PS&E) Submittal	15 Months	November 2024	No
6. Plans, Specifications, & Estimate (PS&E) Approval	16 Months	December 2024	Yes
7. Construction Contract Award	18 Months	February 2025	Obligation Can be Modified
8. Final Project Closeout <sup>3</sup>	Variable	Variable	Obligation Can be Modified (as needed)

<sup>1</sup>The completion of the Project Programming phase is defined by submitting the approved project's programming data form to MoDOT and the project receiving a federal project number from MoDOT.

<sup>2</sup>The evaluation of environmental and cultural impacts on the project must begin immediately after Preliminary Engineering (PE) authorization. The LPA must submit [Fig. 136.6.4 LPA Request for Environmental Review \(RER\)](#) to the MoDOT district contact within 60 days of preliminary engineering (PE) authorization for all federal-aid projects as discussed in [EPG 136.6 Environmental and Cultural Requirements](#).

<sup>3</sup>The time lapse between construction contract award and project closeout will depend on project type. Final certifications as discussed in [EPG 136.11 Local Public Agency Construction](#) must be submitted to the appropriate MoDOT district representative 60 days after final inspection.

### Reasonable Progress Requirements

This policy is to ensure the OTO is getting the maximum benefit of its federal transportation funds. Every project is required to progress according to the schedule shown on page 6. OTO has adopted a reasonable progress policy specific to TAP projects, which can be found here - [Reasonable Progress BPPF 2023.pdf](#). A one-time extension may be requested and approved by the OTO Board of Directors, which would result in a newly established timeline.

It is not the responsibility of OTO or MoDOT to keep the entity informed as to the status of the project. The entity will keep the OTO and MoDOT informed as to any delays and/or unforeseen conditions that may hinder the project's progress. Failure to provide the required documentation will cause the project to be withdrawn and the funds redistributed at the discretion of the OTO. Federal regulations require the entity to repay any federal funds spent on a cancelled project. The project sponsor would be required to repay these funds prior to the programming of any future projects.

In addition, project sponsors failing to fulfill the obligations as stated in the contract agreement or showing reasonable progress for any project will not be allowed to request future project funds for a minimum period of one year, and then, only with the approval of MoDOT.

In the event that a project does not meet the required deadlines, funds will be suspended and awarded to another project with a different project sponsor.

## Selection Criteria

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Projects will be scored on the following:

### Local Funding Share

Projects that have a higher local funding share will receive more points.

Match Amount	Points Earned
25%-29.99%	3 points
30%-34.99%	5 points
35%+	10 points

### Value of Project

This criterion evaluates the cost-effectiveness of the project by looking at the cost per charging port installed, based on federal share requested. For example, a \$300,000 federal request to install 4 charging ports would be \$75,000 per port and would receive no points.

- Less than \$15,000 per charging port = 10 points
- \$15,000-24,999 per charging port = 7.5 points
- \$25,000-\$49,999 per charging port = 5 points
- \$50,000-\$74,999 per charging port = 2.5 points
- \$75,000 or more per charging port = 0 points

### Number of People Served

Projects that serve more people will receive more points.

- 500 or more people served = 10 points
- 250-499 people served = 7.5 points
- 100-249 people served = 5 points
- 50-99 people served = 2.5 points
- Less than 50 people served = 0 points

### Demonstrated Need

Projects that demonstrate a clear need for Level 2 charging stations will receive more points.

Points can be subjectively assigned based on the strength of the project's justification for the need for Level 2 charging stations, such as the availability of other charging options in the area, the number of EVs in the area, and the expected increase in EV use in the future.

- Strong justification for the need = 5 points
- Moderate justification for the need = 3 points
- Weak or no justification for the need = 0 points

### Important Notes on Project Selection

Projects will not necessarily be funded in the order of their associated scores. Due to the availability of funds and the Ozarks Transportation Organization's desire to spend all the allocated funds, projects may be selected which will best obligate the funds available.

Projects which do not meet the intent this call for projects may not be funded.

## Application Instructions

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In completing the responses to each Section, please refer to how the project addresses the relevant Evaluation Criteria listed above

The application is to be [submitted online](#). Please review all required information before completing the application. The following items will need to be uploaded as part of the application process and these are identified throughout these instructions as well as each relevant point in the application itself. Unless otherwise specified, the following file types are allowed, but may not be larger than 10 MB each – Excel (xls, xlsx), Acrobat (pdf), Word (doc, docx), PowerPoint (ppt, pptx), and Text (txt). These items will also be [highlighted](#) throughout these application instructions.

- Resolution of Support – The primary sponsor and all co-sponsors each need to provide a resolution of support from their governing body.
- Project Details – Provide detailed drawings of the project, including property lines, expected easement locations, landscaping details, and typical cross sections.
- Schedule – Detailed project implementation schedule that shows how the timeline in this Guidebook will be achieved.
- Map and Photos – Documentation showing the project location, existing conditions, and location of proposed improvements.
- Detailed Budget – Download/Save a Local Copy, [complete this Budget spreadsheet](#), and upload in an Excel (xls, xlsx) format only.
- Budget Cost Backup Details – Provide additional sheet detailing costs outlined in the budget spreadsheet ([Example](#)).
- Right-of-Way Documentation – Include copies of recorded deed, lease, or easement documents.
- Any final backup information the applicant wishes to provide.

### Section A Project Sponsor Information (No Points)

It is important to accurately list the project sponsor's contact information so that they may be contacted with questions relating to the project proposal. Please include a [resolution of support](#) from the project sponsor and any co-sponsors. Eligible Project Sponsors are limited to OTO member jurisdictions and agencies.

Sponsors should also have a person of responsible charge who has completed MoDOT's LPA Basic Training prior to any funds being obligated. Here is a link to learn more and to find the training - <https://www.modot.org/training-opportunities>.

### Section B Project Description (No Points)

Applicants are asked to provide a brief project description and provide information on number of charging ports and other work required for installation. Please include a [expected locations of easements](#), [property lines](#), and [typical cross-sections](#), as applicable. Applicants will also need to upload a detailed [implementation schedule](#).

### Section C Location (No Points)

A concise project description will be needed and then an online map is available to mark the project location. Applicants will zoom in to the project location(s) and draw a line showing the extent of the project. Click once to start drawing and double-click to finish the line. Only one line can be submitted through this tool. If

the application is for a bundle of projects, please draw a primary location and use the Map and Photos upload option in the next question to show the additional locations.

Applicants will have the opportunity to **upload any additional documentation** showing existing conditions and the location of proposed improvements. Please note that this question allows additional file types to be uploaded, including picture (jpg, jpeg, img, gif, png) formats. Up to 10 files may be uploaded. Applicants are encouraged to combine documentation into a single Adobe (pdf) document when possible.

#### Section D Basic Information (No Points)

Applicants are also asked to address how the project is open to the public and who will be responsible for maintenance.

#### Section E Project Budget and Match (10, 5, 3, or 0 Points)

This section requests details on project cost, amount of federal funds requested, local match provided, and the source(s) of that local match. Points are earned for contributing in excess of the 20% match requirement. The following chart outlines how points are awarded.

Match Amount	Points Earned
25%-29.99%	3 points
30%-34.99%	5 points
35%+	10 points

In the cost estimate section of the application, an [Excel spreadsheet](#) is available for download. Applicants are asked to save a local copy, provide amounts for the categories listed, separating federal and non-federal funding, and then **upload that spreadsheet back to the application**. Uploads will only allowed to be an Excel (xls, xlsx) format. Try to break down the project costs into the specific cost categories. If information submitted in a proposal is unclear, the application may not be scored correctly. Break down the costs for each category in the appropriate columns according to who will pay for that portion – either the federal share (to be reimbursed), the sponsor (as non-federal match), or a third party donation (as non-federal match).

**Attach one additional sheet that details the costs.** On this sheet, also explain the total cost and percentage of project total for each project element, i.e. landscaping, sidewalk, stormwater, paving, lighting. An example of what this should look like can be found [here](#).

Remember the federal transportation funding is a reimbursement program, so the applicant must have funding available for the nonfederal match and the federal share. Be sure to indicate the specific source(s) for the applicant’s non-federal match. Non-federal match may come from private fund donations, city or county funds, force account, or in-kind services. Describe any additional funds available for use if the project cost exceeds those estimated in the general cost-estimate. The person who prepared the cost-estimate must be listed in the space provided.

#### Section F Right-of-Way Information (No Points)

Points will not be awarded for having right-of-way acquired, however the status of ROW acquisition may influence project selection in the event of a tie during scoring. ROW acquired within the 5 years preceding the project must also comply with the Uniform Relocation Assistance and Real Property

Acquisition Policies Act of 1970 (42 USC 4601 et seq.). If ROW has been required for the project, then prior to authorization to advertise the physical construction for bids, the Sponsor will need to submit a Clearance Certification Statement, [as described in the MoDOT EPG \(136.8.10\)](#). ***Formal evidence of right-of-way acquisition is required and includes copies of recorded deed, lease, or easement documents.***

### Section G Evaluation Criteria (Value - Up to 10 Points, People Served - Up to 10 Points, Need – up to 5 Points)

Provide information on the number of ports and federal funding requested. The application will automatically calculate the value of the project.

Provide how many people the project is estimated to serve and be prepared to explain how this estimate was determined.

Provide justification for why this project is needed. This is an opportunity to explain the reasoning behind the application. Considerations may include proximity to other chargers or a unique demographic. ***Applicants will have the ability to upload any additional documentation.***

### Section H Signature

All applications must be signed to be considered.