

Level Three Direct Current Electric Vehicle Charging Station Grant Program



Michelle Lujan Grisham
Governor

Cabinet Secretary
Ricky Serna Designate

Commissioners

Jennifer Sandoval
Commissioner, Vice-
Chairman
District 1

Bruce Ellis
Commissioner
District 2

**Hilma Espinoza
Chynoweth**
Commissioner
District 3

Walter G. Adams
Commissioner,
Chairman
District 4

Thomas C. Taylor
Commissioner
District 5

Charles Lundstrom
Commissioner,
Secretary
District 6

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Overview

The New Mexico Department of Transportation (NMDOT) will distribute American Rescue Plan Act of 2021, Section 9901 State and Local Fiscal Recovery Funds that were appropriated to the NMDOT through HB 2 in the 2021 2nd Special Session for planning, engineering services, design, and installation of Electric Vehicle (EV) DC Fast charging stations across New Mexico under the NMDOT Level 3 Direct Current Electric Vehicle Charging Station Grant Program (DC Fast EV Charging Program). The proposed charging station projects will address equitability and cost effectiveness as to where the EV charging stations (EVCS) are to be located. The EVCS site must be accessible to the public and any State Fleet Vehicle for use 24-hours per day and seven days per week, have dusk to dawn lighting, and be 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.

In their proposals, applicants must take into consideration equity, recreational access, cost effectiveness, operation, and maintenance of EVCS, address geographic diversity of EVCS in rural areas, and Justice 40 issues (<https://www.whitehouse.gov/environmentaljustice/justice40/>). This grant program will prioritize rural locations, low-and moderate-income areas of our state, and help in alleviating economic and racial disparities.

As part of a general plan, the NMDOT will support the increased use of EVs through the strategic development of EVCS and infrastructure. This priority also supports low-carbon resilient projects in parallel with Governor Lujan Grisham's Climate Change goals of reducing greenhouse gases.

Eligibility

Eligible Applicants

Organizations that own or operate a host site in an eligible location may submit proposal applications to participate in the DC Fast EV Charging Program. Eligible applicants include:

- a. Incorporated nonprofit – an organization as described in Section 501(c)(3) of the Federal Internal Revenue Code of 1954, as amended. The organization must be incorporated under NM law or registered with the NM Secretary of State's Office.
- b. Public school districts.
- c. County and municipal governments and authorities.
- d. NM State government agencies.
- e. Tribal government agencies.
- f. Metropolitan or rural planning organizations, as defined by the U.S. Department of Transportation at 49 U.S.C. § 5303(b), located in New Mexico.
- g. Private businesses, to include corporations, partnerships, sole proprietorships, limited liability companies, business trusts or other legal business entities incorporated in or registered with the NM Secretary of State's Office.
- h. Air quality or transportation organizations – local or regional air quality or transportation organization that:
 - 1. owns or operates a fleet located or operating predominately in New Mexico, or
 - 2. has partnered with or is acting as a project manager for another eligible entity listed in this section.
- i. Federal Government Agencies – Federal agencies that have ownership, trusteeship, control, or management of land within or contiguous to the territorial boundaries of New Mexico.

Ineligible Applicants

Organizations that are ineligible for DC Fast Charging Program include:

- a. Applicants that are currently debarred by the State of New Mexico and/or federal government³.
- b. Businesses not incorporated in or registered with the NM Secretary of State's Office to do business in New Mexico.
- c. Applicants applying as individuals, not on behalf of an eligible applicant.
- d. NMDOT may also deem an applicant ineligible because of, but not limited to environmental compliance issues, labor standards issues, tax status or other such issues.

Eligible Locations

Locations eligible for DC Fast EV Charging Program include:

Alamogordo	Tucumcari	Truchas	Farmington
Angel Fire	Vaughn	Pecos	Picuris Pueblo
Artesia	San Jon	Taos	Los Lunas
Carlsbad	Elephant Butte	El Prado	Belen
Elida	Des Moines	Questa	Columbus
Fort Sumner	Cuba	Red River	Santa Teresa
Hondo	Chama	Ojo Caliente	Anthony
Hobbs	Tierra Amarilla	El Rito	Williamsburg
Roswell	Penasco	Zuni	Sunland Park
Ruidoso	Espanola	Reserve	
Tatum	Jemez Pueblo	Quemado	

- a. Publicly accessible government owned property
- b. Publicly accessible non-government owned property

Funding

The DC Fast EV Charging Program is a reimbursement program and award recipients ("awardees") must provide their own funding to cover expenses. Grant applicants must demonstrate the capacity to cover the full cost of the project prior to approval of the application. Selected projects will be reimbursed up to the amount authorized after the awardee submits acceptable documentation to show that eligible expenses have been paid.

Mitigation Action Funding Eligibility Requirements

NMDOT reserves the right to fund only a portion of a proposed project. Applicants will be notified of the actual amount awarded for their project. Applicants awarded funding have the option to accept or decline the award.

Host Site Agreements

Negotiation of host site agreements are the responsibility of the awardee. Copies of host site agreements must accompany the signed acceptance grant award letter and be returned to NMDOT. Host site owners (if not the awardee) must provide NMDOT written assurance that each station will remain at the site and operational for a minimum of five (5) years. Host site locations do not need to be fully secured prior to application submission.

Project Awards

Applicants selected for funding shall have one (1) year from the effective date of a signed agreement with NMDOT to complete their project. If an application shows that the project cannot be completed in one year, it will not be selected for funding. State contract terms and conditions are final and not subject to negotiation.

Eligible Project Expenditures

- Electric vehicle supply equipment: Commercial grade DC fast charging equipment 50kW or higher located in a public place.
- Permit costs including planning, engineering, construction, and site design costs
- Labor related to site design, and engineering, installation, commissioning or activation, and maintenance of equipment.
- Shipping of equipment
- Maintenance and warranty costs for the DC fast charging equipment

Ineligible Expenditures

- Adding new chargers to existing DC Fast Charging sites
- Purchasing or renting real estate
- Used, refurbished, or remanufactured equipment
- Capital costs such as construction of buildings, parking facilities, etc.
- Any expenses incurred before the grant agreement is fully executed including applicant's expense for preparing the eligibility and cost proposals
- Bad debts, late payments, finance charges or contingency funds, interest, and investment
- Attorney fees
- Administrative costs
- Internet, cellular, and/or electric connection service costs
- Lobbying, lobbyists, and political contributions
- Mark-up on purchases and/or subcontracts
- Taxes, except gross receipts tax on eligible equipment and expenses
- Activities addressing permit fees
- Activities addressing enforcement actions that involve a financial penalty
- Level 1 and 2 charging station infrastructures
- Hydrogen fuel cell vehicle supply infrastructure and equipment
- Paper studies or research projects (e.g., a study which assesses the cost and feasibility of electric vehicle charging station installations along certain regions/corridors)
- Surveys to determine interest in the installation of electric vehicle charging stations along a corridor
- Proposals for any type of vehicle demonstration or demonstrations of existing technologies for public outreach/education
- General maintenance (i.e., maintenance other than of the supply equipment) not covered under warranty or service agreement.
- Charging infrastructure installations at a workplace not accessible to the general public.
- Charging infrastructure installations at a multi-unit dwelling.

DC Fast Charging Station Installation Requirements/Workplan

The grant application must address the following charging station installation requirements. Providing additional project information beyond these requirements is encouraged. The site map will include demonstration of compliance with the station requirements below. **This grant cannot be used to fund the purchase of or for renting or leasing of real estate.**

1. Host site selection

a. Proposed host site location information.

(1) Host site name(s) and address(es). Host sites must be located within the state of New Mexico to be eligible.

(2) Letters of commitment from the charging station host sites must be included.

b. Describe work/collaborations with interested utilities, local business, cities, counties or other entities.

c. Utility notification: Coordination with the local utility to determine site locations that factor in proximity to electrical service and any necessary distribution system upgrades required.

d. Locations: EVCS host sites must be accessible to the general public for use 24-hours per day and seven days per week, have dusk to dawn lighting, and be 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 and must have access to public restrooms.

2. EVCS Host site details:

a. Geographic Information System (GIS) coordinates of proposed EVCS location.

b. Site details such as lighting and parking.

3. Sustainable business model: A detailed explanation of the business model towards ensuring Sustainability and Operation & Maintenance of the EVCS(s) must be provided.

4. Equipment requirements: Describe procurement, installation, activation/commissioning, and testing of DC fast charging stations that meet equipment requirements below. Describe whether station will be single or dual port station installation (allowing one car to charge at a time or two cars simultaneously) and kW output.

5. Ongoing services:

a. Customer service: A toll-free phone number for customer support service must be clearly posted on or near the installed DC fast charging stations. When a station user calls the phone number, they must obtain immediate access to assistance. Proposal applications must address customer support service that is accessible and responsive 24-hours, seven days a week within the plan.

b. Networking: The installed fast charging stations must connect to a network by wired ethernet, Wi-Fi or cellular connection (cellular connections must be 4G or newer if used). Proposal applications must address networking and how the service will be maintained within the workplan.

c. Data capture: Each charging station should provide the following information for each charging transaction, at each charging location:

(a) Charging data such as date and time of usage (start and stop time) and accurate utilization rates;

(b) Total kWh and total kW draw;

(c) Total dollar amount charged to the user;

- (d) Station status and health in real time;
- (e) Malfunction or operating error; and
- (f) Full site level usage and operation report presented quarterly to NMDOT.

6. DC fast charging installation requirements: List as tasks the planned procurement, installation, activation or commissioning and testing of DC fast charging stations that meet equipment requirements.

a. Parking spaces: A minimum of two parking spaces and ample real estate to create parking spaces and appropriately marked as “EV ONLY” spaces.

b. Bollards: Placement of bollards to protect the station equipment (if stand-alone charging station). Any stand-alone charging station bollards should be 3 to 4-foot high with concrete footings placed to protect the fast chargers from accidental impact.

c. Permits:

(1) Local electrical permits must be secured, and regulations followed for the DC fast charging station installations at the host site.

(2) Conduit and an electrical service box of adequate size and disconnect capacity that will allow additional electrical cable to be run to the site for potential future installation of two additional DC fast charging stations or a higher-powered DC fast charging equipment must be included as part of the installation.

(3) Any other permits required by federal, state or local governments must be secured.

(4) Environmental impact studies as required by federal, state or local ordinances or regulations must be completed.

d. American with Disabilities Act (ADA) compliance: Charging stations must make every effort to be ADA compliant and follow all applicable laws, ordinances, regulations and standards. (www.afdc.energy.gov/uploads/publication/WPCC_complyingwithADArequirements_1114.pdf).

e. Future proofing: Conduit and an electrical service box of adequate size and disconnect capacity that will allow additional electrical cable to be run to the site for future expansion of either two additional 50 kW charging stations or a higher power station up to 400kW must be included in the installation.

f. Signage: Complies with all applicable local, state, and/or federal laws, ordinances, regulations and standards.

(1) The awardee’s contractor should be responsible for coordinating with the appropriate local agencies and NMDOT for directional signage on and along roads and highways near the charging station. The signage must be consistent with the Manual on Uniform Traffic Control Devices for Streets and Highways (‘MUTCD’), published by the United States Department of Transportation, and any supplement to the MUTCD adopted by the NMDOT. Workplan budgets must include the cost of directional signs.

(2) On-site signage: Identifies to the approaching driver from every ingress, that the host site has charging station(s); and the location(s) of the charging station(s). Workplan budgets must include the cost of on-site signage.

(a) “Electric Vehicle Charging Only” signs are required on each side of each charging station along with “Electric Vehicle Charging Only” stenciled graphics on each striped parking pad.

(b) On-site signs must include the following language, “This project was made possible in partnership with the State of New Mexico”. On-site signs must be metallic, have the following minimum dimensions (12 inches x 18 inches), with the required text a minimum of 1.28 inches in height, and mounted on a post at the charger parking space(s).

g. Maintenance: The fast-charging station unit is required to have a minimum five-year warranty. Proof of the charging station equipment warranty must be submitted to NMDOT. Annual maintenance of the charging stations as per the original manufacturer recommendations is required. All fast-charging stations must continually be in full-working order to the extent possible. Should repair be necessary, service must be contacted within 24-hours and the station up and fully operational within 48 to 72 hours to ensure a 97% annual uptime guarantee. Proof of the charging station equipment warranty and a maintenance plan must be submitted to NMDOT prior to project completion as a condition of grant reimbursement approval.

h. Payment options: The DC fast charging stations have the option either to require payment or not require payment from users. Payment options are at the discretion of the awardee who will operate and maintain the stations. Should payment be required to access and use the charging stations, it must be Payment Card Industry compliant to allow use of a credit or debit card. Stations may also offer additional payment methods including subscription methods, smart cards, or smart phone applications. Real-time pricing and fee information shall be displayed on the unit, payment screen or associated phone application. Operation and Maintenance fees can be calculated into the required payment for annual and ongoing maintenance.

Equipment Requirements

Each site must offer one Charge de Move (CHAdeMO) connector in addition to the Society of Automotive Engineers Combined Charging System (SAE CCS) charging protocol connectors. The charging system must have the ability to reduce power output to be compatible for use by all EVs.

All charging station equipment must come with a minimum of a five-year warranty and meet the following minimum requirements for safety testing by a Nationally Recognized Testing Laboratory (NRTL) recognized by the Occupational Safety and Health Administration (OSHA). The equipment must meet the National Electrical Code (NEC) Section 625.5 and be Federal Communications Commission (FCC) compliant.

DC fast charging stations shall be certified to one of the following options:

1. Underwriters Laboratories (UL) 2594 (Standard for Electric Vehicle Supply Equipment). DC fast charging systems shall be certified (listed and labeled) to UL 2202 (Standard for Electric Vehicle (EV) Charging System Equipment).
2. International Electrotechnical Commission (IEC) 61851-23, IEC 62196 and IEC 61000 EMC standards. These charging stations must be certified (listed and labeled) with Edison Testing Laboratories (ETL).
3. An equivalent nationally recognized testing laboratory certification. Supporting evidence must be provided.

Equipment Physical Appearance and Design

1. Electric Vehicle Supply Equipment (EVSE) Enclosure: The EVSE enclosure must be constructed for use outdoors in accordance with UL 50E (Enclosures for Electrical Equipment, Environmental Considerations) Type 3R exterior enclosure or equivalent.
2. Environmental: The EVSE must be capable of operating without any decrease in performance over an ambient temperature range of 0 to 122 degrees Fahrenheit with a relative humidity of up to 100%.
3. Cord management system: The EVSE must incorporate a cord management system or method to eliminate potential for cable entanglement, user injury or connector damage from lying on the ground.

How to Apply

NMDOT will only accept applications electronically and proposals must be submitted via email to paul.montoya@state.nm.us. All applications will require the following information, at a minimum, to be submitted:

1. Organization name, address, contact information
2. Project location
 - a. Address
 - b. County
 - c. GPS coordinates (decimal format)
3. Project Type
 - a. Government
 - b. Non-Government
 - c. Non-Profit
4. Number of ports and spaces
5. Work Plan with Itemized project quotes
6. Charging unit information
 - a. Manufacturer
 - b. Model
 - c. Charging capacity in kW
 - d. Warranty period
7. Identification of any additional rebates, grants, or other financial incentives applied for or received for project.

Applications, all required attachments, and supporting documentation must be submitted electronically via email to paul.montoya@state.nm.us to be considered for funding. Incomplete applications will be returned. Application and any supplemental information provided will serve as the primary means by which all applications are evaluated and approved for funding.

If you have any questions about this grant program, please contact NMDOT at paul.montoya@state.nm.us with subject title: "Questions (DC Fast EV Charging Program)" prior to submitting your application.

This is a competitive application process. To be considered for funding completed proposal applications must be submitted via email no later than 11:59 p.m. Mountain Daylight Time on August 30, 2022.

Program Timeline

August 9, 2022- Application acceptance period begins

August 30, 2022 - Deadline to submit proposal to NMDOT by 11:59 pm local standard time

August 31, 2022 through September 6, 2022 - Evaluation period by NMDOT of proposals

September 7, 2022 - Selection letters will be mailed out

Public Data

All grant applications and associated documentation are public record pursuant to the Public Records Act, NMSA 1978, Sections 14-3-1 to 14-3-24, and subject to the Inspection of Public Records Act, NMSA 1978, Section 14-2-1. Any material believed to be confidential or a trade secret must be designated as such by the applicant at the time of the initial rebate application or claim reimbursement. Before release of a rebate application and associated documents as a public record, the NMDOT will determine whether data marked as “confidential” or “trade secret” may be withheld under applicable state and federal law.

Proposal Application Review Process

A combination of evaluation factors will be considered during the proposal review process, NMDOT will consider the overall cost effectiveness and the potential for early implementation and completion of each application. Proposal applications will be selected for funding based on a set of criteria reflecting funding priorities for the program. These factors will guide NMDOT in giving priority to projects that perform the highest overall. Although cost-sharing/matching is not required as a condition of eligibility under this competition, NMDOT will evaluate proposal applications based on a leveraging criterion.

Leveraging is generally when an applicant proposes to provide its own additional funds/resources or those from third party sources to support or complement the project they are awarded. Any leveraged funds/resources, and their source, must be identified in the proposal application. Leveraged funds and resources may take various forms.

Project Scoring Criteria

A 100-point scale will be used to evaluate eligible proposal applications. Projects may receive an additional 20 bonus points for leveraged funds for total project cost by Applicant. Scores will be used to develop final recommendations. Proposal applications will be evaluated and ranked according to the following criteria:

20 points | Cost Effectiveness: cost effectiveness is based on applicant provided information and if applicable, matching funds. Under this criterion, projects are ranked, and points are calculated and assigned incrementally based on rank from a maximum of 20 for the most cost effective to least cost effective (i.e. \$/kW charging rate * number of charging ports).

20 points | Distance to other DC fast charging sites: How many miles to existing DC fast charging sites (not including dealerships or Tesla Supercharger locations) along interstate to project area? DC fast charging site data used from U.S. Department of Energy, Alternative Fuels Data Center⁴

- Over 100 miles: 20 points
- 99 to 51 miles: 15 points
- 50 to 26 miles: 10 points
- Less than 25 miles: 5 points

20 points | Renewable energy

- 100%: 15points
- 51% – 99%: 10 points
- 26% – 50%: 5 points
- 1% – 25%: 1 point

15 points | Environmental Justice

- Based on overall impact of Justice 40 related criteria and how county scores are determined. www.whitehouse.gov/environmentaljustice/justice40/

15 points | Traffic Density of location: Annual Average Daily Traffic (AADT) of the proposed project area.

- 90,001 – 195,000: 5 points
- 42,001 – 90,000: 10 points
- 1,600 – 42,000: 15 points

15 points | Accessibility and proximity to amenities: Distance to amenities such as restrooms, food, local restaurants, and retail shopping

- Onsite: 15 points
- Less than ¼ mile from amenities: 10 points
- ¼ mile from amenities: 5 points

100 Total Points

Bonus Points

Leveraged funds for total project cost

by Applicant

90% - 99.9%: | 20 points

80% - 80.9%: | 18 points

70% - 79.9%: | 16 points

60% - 69.9%: | 14 points

50% -50.9% | 12 points

40% - 49.9% | 10 points

30%-39.9% | 8 points

20%-29.9% | 6 points

10%-19.9% | 4 points

1%-9.9% | 2 point

Maximum Points Achievable 120

Reimbursement Process

Grant payments will be disbursed as reimbursements after the work is verified and approved. Verification will occur via site visits by NMDOT staff to photograph the completed installation. Evidence of a minimum five-year warranty for the station equipment and a service contract to provide annual maintenance for five years will be required prior to payment disbursements. Requests for reimbursement can occur after each individual station is installed or after all stations are installed for multi-station projects. Before reimbursement, awardees must submit the information listed below after project completion. After NMDOT approval of the final documentation, NMDOT will process the application for payment. Required documentation:

- Provide a signed payment request, on letterhead, for the amount to be reimbursed (a template will be available)
- Copies of detailed invoices of all eligible project costs;
- Proofs of payment of all eligible project costs associated with the project.
- Photos of each EVSE unit (one photo of the installed EVSE and one photo of the EVSE serial number);
- Certification that the station infrastructure is fully operational;
- Proof of charging station equipment warranty and a maintenance plan;
- Payee contact information.

All EVSE station installation work must be completed by end of agreement date. All documentation required for reimbursement should be completed and submitted to the NMDOT as soon as possible, but no later than the date specified in the agreement with NMDOT.

Reporting Requirements

Quarterly Grant Reporting Requirement

All project award recipients will be required to submit quarterly reports on the status of their project to NMDOT until the final project report is submitted. Quarterly reports must be submitted to NMDOT within 14 days after the end of each reporting month (March 31, June 30, September 30, and December 31). Failure to submit required reports will result in NMDOT suspending the acceptance of any new applications from the recipient. A template for quarterly reports will be made available.

Final Report Requirements

Awardees are required to submit a final project report to NMDOT. A template for the final project report will be made available.

Quarterly Charging Station Utilization Reporting Requirements

All award recipients must submit Quarterly reports to NMDOT within 14 days after the end of each reporting month (March 31, June 30, September 30, and December 31) for a five-year period after installation of the charging station(s). Failure to submit quarterly (?) reports is considered a violation of the terms and conditions of the signed agreement. Additionally, acceptance of new applications from the recipient will be suspended. The suspension will be lifted after the awardee corrects the failure to submit a quarterly report. The vendor for an awardee can alternatively provide NMDOT access to their reporting portal to obtain utilization data for the site.

The report submittal shall be in either CSV or XLS format. EVSE vendor portal access for DEQ to download charger data is also an acceptable format. The reporting information submitted to NMDOT must identify the previous quarter of EVSE utilization data. The following information will be requested from each host site. Report usage, and operations data from funded sites to include but are not limited to the following:

Summary Report per EVSE:

- Location: Site name, EVSE ID number, address, city, zip, county,
- Operational uptime,
- Number of charge events,
- Number of unique vehicles,
- Average charge time per event (mins),
- Average kW per charge event,
- Total kW consumed,
- Gallons of gasoline and/or diesel fuel displaced,
- Estimated cumulative miles driven from charge, and
- Estimated cumulative gallons of gasoline and/or diesel fuel displaced.

Details per charging event:

- Location: Site name, EVSE ID number, address, city, zip, county,
- Charge event date time,
- Time charging,
- Length of time connected,
- kW provided,
- Vehicle make, and model year (on events where available).

Program Contact Information

Inquiries related to the project requirements, application, application requirements, and other aspects of this Grant Program should be sent to NMDOT at paul.montoya@state.nm.us with subject title: "Questions (DC Fast EV Charging Program)".