



Louisiana NEVI Fund Program

Round 1 – Application Process

Description and Instructions



Program Description

- ▶ The Bipartisan Infrastructure Law (BIL), as enacted in the Infrastructure Investment and Jobs Act (IIJA), establishes a National Electric Vehicle Infrastructure Formula (NEVI Formula) Program, to provide funding for states, for strategic deployment of electric vehicle (EV) charging infrastructure and to establish an interconnected network to facilitate data collection, access, and reliability. The BIL directs FHWA to apportion NEVI Formula funding among states on a formula basis. Under the formula, Louisiana, as a Direct Recipient, will receive \$73.4 million to create an EV charging network across the state. The Louisiana Department of Transportation and Development (LADOTD) is collaborating, through contractual arrangements with qualified applicants, the construction of Electric Vehicle Charging Stations throughout the state.



Program Description

- ▶ LADOTD intends to award funding for approximately sixty-five (65) individual EV charging stations with this funding, over three (3) fiscal years (FY). Awards will be issued in groups over five (5) separate application rounds.
- ▶ Future funding rounds will be announced as remaining federal funds are secured for the program. The LADOTD's vision is to strategically deploy Electric Vehicle (EV) sites to support the development of convenient, accessible, reliable, and equitable EV charging. Once installed, EV sites are intended to complete a network for electric vehicle DC fast charging every 50 miles or less along LADOTD's FHWA Designated Alternative Fuel Corridors (AFCs).

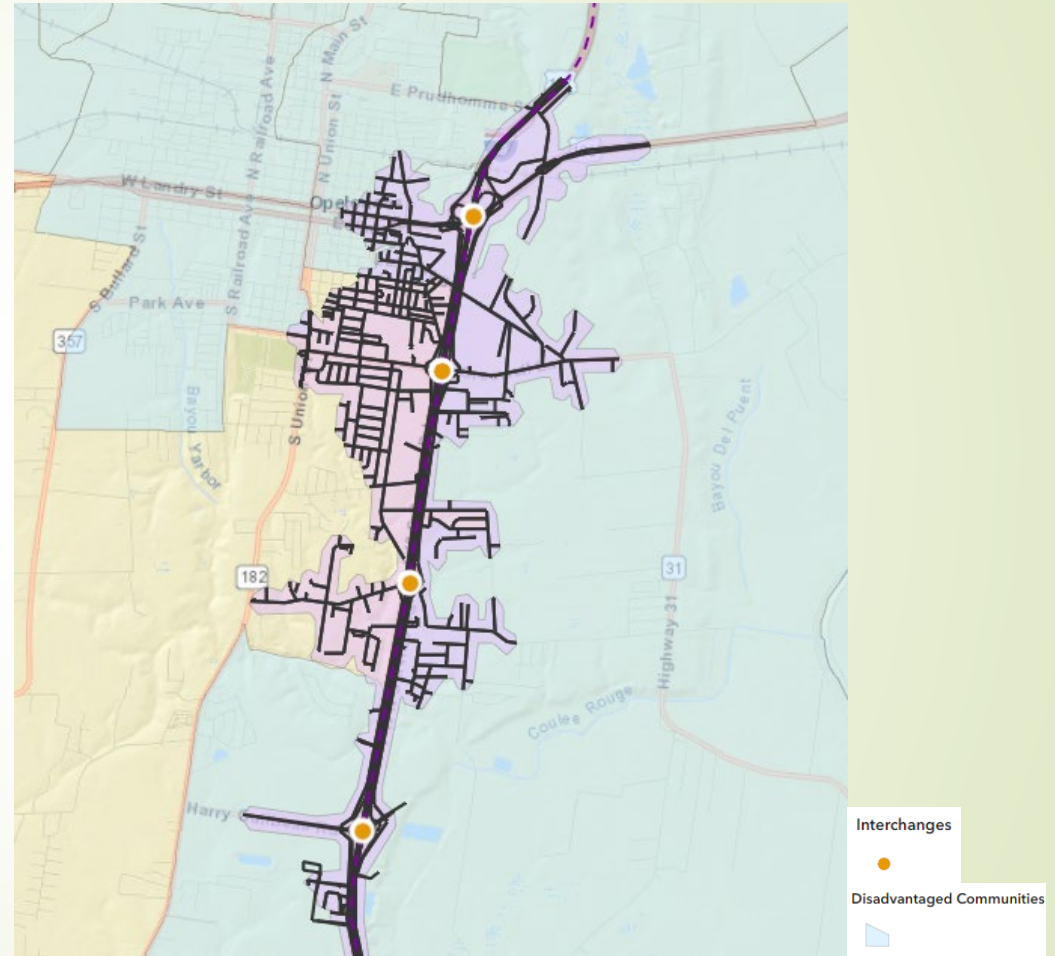


Program Structure and Goals

- ▶ LADOTD will be addressing the first phase with multiple rounds of funding through the LADOTD NEVI Formula Program. Round One will focus on Louisiana's interstate AFC network separated into groups of interchanges (exit numbers) called Corridor Groups. LADOTD has developed a Corridor Group map.
- ▶ Non-interstate AFCs along with any remaining gaps along AFC interstates will be funded in future rounds. Additional funding will be available in future rounds to achieve other goals of the program as identified in the [Louisiana NEVI Plan](#).
- ▶ Grant recipients will be selected competitively.

RFP – Round 1 Overview

- Ten (10) sites will be awarded in Round 1, for selected applications that are submitted within the 10 established interchange groups. These interchange groups can be viewed in different formats, at any of the following links:
 - [Round 1 Location Groups \(KMZ\)](#)
 - [Round 1 Location Groups \(PDF\)](#)
 - [Round 1 Location Groups \(GIS\)](#)





Procurement Method

- ▶ In accordance with [LA NEVI Round 1 RFP](#), Applicants shall identify at least one Site for Electric Vehicle Supply Equipment (EVSE) associated with at least one Corridor Group.
- ▶ While LADOTD initially intends to select only one Site for each Corridor Group, Applicants may elect to propose more than one Site for each Corridor Group. Applicants may elect to submit on any number of Corridor Groups.
- ▶ LADOTD reserves the right to award any number of Sites to the same Applicant if LADOTD determines that the resultant award provides the best value to the Department and otherwise meets the objectives of the Louisiana NEVI Plan. LADOTD anticipates making awards to multiple Applicants.



Procurement Process

- ▶ For this RFP, each proposed Site must be located within one-mile travel distance from the end of an interchange off-ramp to the entrance of the site property, at one of the exit numbers listed in a Corridor Group.
- ▶ LADOTD intends to partner through a Cooperative Endeavor Agreement (CEA) for each site via single-phase procurement. Proposals shall be submitted to LADOTD in response to this Request for Proposal (RFP) through an application process.
- ▶ The Agreement will include provisions for a five-year operations and maintenance contract that will initiate once LADOTD accepts installation of the EV supply equipment.
- ▶ The Round 1 RFP can be found [here](#).



Eligibility Information

► Eligible Projects

- Round One NEVI Formula Program funds are restricted to Projects directly related to EV charging infrastructure that is open to the public 24/7. Initially, funding under this program is directed to designated AFCs for electric vehicles to build out the national network, particularly along the Interstate Highway System.
- Applicants may apply for up to 80% federal cost-share of the eligible costs, with a minimum required cost-share of 20% from non-federal sources.
- When costs are submitted for reimbursement, they will be reviewed for eligibility by LADOTD to ensure conformance with FHWA guidance per [2 CFR 200](#) and NEVI Program guidance.



Eligible Costs

- ▶ Eligible costs include those incurred following a site award and may include acquisition, installation, operations/maintenance and network subscriptions for infrastructure for the first 5 years of operation. Items include:
 - DC fast charging equipment costs
 - Chargers must be purchased and not leased
 - Utility infrastructure upgrade costs, including components to connect the charger to the power source, transformers and other on-site equipment for power, costs to acquire and install service, equipment, and upgrades (e.g., power meter, transformer, switch gear), minor grid upgrades to connect the charger to the grid distribution network (e.g., extending power lines or upgrading existing lines).
 - Site preparation and construction costs directly related to the charging of vehicles (concrete slab, conduit, wiring, drainage).
 - Signage
 - Lighting



Eligible Costs – Cont'd

- Site layout and design. Per federal rule, final design and construction costs for installations are eligible after National Environmental Policy Act (NEPA) processing is completed.
- Permitting fees related to the charger
- Cellular/Internet network infrastructure upgrade fees
- Operations/Maintenance and network subscription costs, including service agreements with qualified contractors and charging equipment manufacturers or warrantors.
- On-site energy storage to transfer power to and from the EV charger (on-site distributed energy resource (DER) equipment directly related to vehicle charging. (Battery-integration)
- Clean fuel backup power sources
- Pre-construction costs associated with environmental review and preliminary engineering.



Eligible Costs – Cont'd

- Purchase of proprietary adapters that meet the following criteria:
 - Directly or indirectly compatible with a J3400 connector to a permanently attached Combined Charging System (CCS) connector
 - Approved by the charger manufacturer to ensure consistency, safety, and reliability
 - Fully integrated into the charger such that it cannot be removed from the site
 - Other operating costs that are necessary and directly related to the charging of electric vehicles.

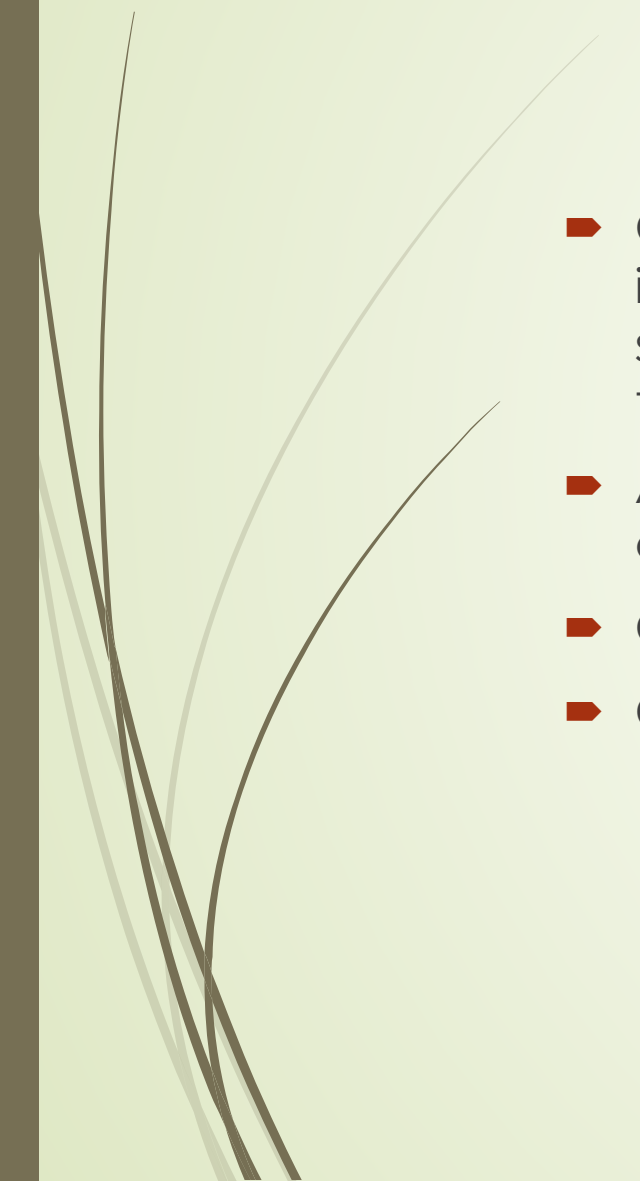


Ineligible Costs

- ▶ Any costs incurred before the fully executed Agreement related to submitting the proposal application, design and construction for site installations, are not eligible for reimbursement.
- ▶ Costs not directly related to charging of vehicles.
- ▶ Costs for construction or general maintenance of building and parking facilities (if not directly related to charging of vehicles).
- ▶ Variable operating and maintenance costs, including costs for insurance and other recurrent business costs such as staffing.
- ▶ Construction or maintenance of buildings



Ineligible Costs – Cont'd

- ▶ Costs of major grid upgrades (longer line extension or upgrades, improvements to offsite power generation, bulk power transmission, substations, or beyond what is required to connect a charging station to the electric grid distribution network).
 - ▶ Any Project costs covered by the utility, including utility service upgrade costs.
 - ▶ Costs for studies or research projects.
 - ▶ Costs for property purchase or rental.
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Application Procedures

Submission Process

- All Application materials and attachments are to be submitted electronically during the open Application period. An Applicant will create only one Profile, but must submit individual Candidate Site Applications for each proposed site. Application submission does not guarantee selection. Applications will not be accepted in any other format.

Louisiana NEVI Applicant Dashboard



Applicant Instructions

Welcome Applicants!

If you are an **existing applicant**, and wish to **create a new site application**, please click [here](#).

To navigate to your **existing applications**, please click [here](#).

To view your **existing applicant profile**, please click [here](#).

Application Procedures – Cont'd

- Applicants must create a SmartSheet user login [here](#) by clicking “Create One” near the top of the window. There is no cost to use this software. Follow the prompts to create a password.

smartsheet

Welcome back to Smartsheet

Don't have an account? [Create one](#)

- A confirmation email will be sent to the applicant.
 - NOTE: Although full access will not be available after 30 days, partial access will allow applicants to complete all requirements.

smartsheet

To start using your Smartsheet account, click the button to confirm your email address:

[Confirm Email](#)

Your free trial gives you full access to Smartsheet for 30 days. Enjoy!

The Smartsheet Team

P.S. If you experience problems, please contact us at www.smartsheet.com/gethelp

Application Procedure – Cont'd

- ▶ Upon creation of a password, an Applicant Profile must be created by clicking [here](#). Applicants cannot access Site Applications until a profile has been completed.

 smartsheet

New Profile Created

Please wait until receiving a notification that you have been shared to the Applicant Dashboard before attempting to create your first site application.

Application Procedures – Cont'd

- ▶ Applicants will receive an email once a profile has been created, which will include the link to site applications.



NEVI Applicant Dashboard

You have been shared to the NEVI Application Dashboard, which can be accessed at:

www.examplewebaddress.com



Application Procedures – Cont'd

Completed applications shall include, but may not be limited to:

- ▶ Yes/No Checklist
- ▶ Candidate Site Information
- ▶ Site Host Information
- ▶ Candidate Site Information
- ▶ Voluntary Future Expansion Information (beyond minimum requirements)
- ▶ Customer and Equipment Safety and Security
- ▶ Equity Plan
- ▶ Staffing Plan
- ▶ Equipment Vendor Information
- ▶ Permit Information
- ▶ Financial Considerations
- ▶ Utility Upgrade Information
- ▶ Milestones
- ▶ Pricing Proposal
- ▶ Mandatory Attachments

Application Procedures – Cont'd

Review initial instructions upon beginning a new application:

The submit button saves progress

The 15 Pass/Fail questions must be answered in order to save for the first time

Once the final Pass/Fail question is answered, the remainder of the application will populate

All required fields will be labeled as such: **REQUIRED**

All required attachments are to be attached near the bottom of the application when using this form.

File Upload

REQUIRED - Documents Listed Below Must Be Uploaded:

Drag and drop files here or [browse files](#)



Louisiana National Electrical Vehicle Infrastructure (NEVI) Formula Program Application

*****CLICK SUBMIT TO SAVE PROGRESS*****

*****ALL YES/NO QUESTIONS MUST BE ANSWERED IN ORDER TO SAVE FOR THE FIRST TIME*****

All information provided in this application must be compliant with **23 CFR 680** and LA DOTD NEVI Grant RFP (link once we have it) . Applications will not be accepted in any other format.

Open text fields have a 4000 character limit (approximately 800 words)

[FHWA NEVI FAQs](#)

Application Procedures – Cont'd

- Once an applicant has reviewed the application and confirmed that it is complete, they will check the “application complete” checkbox and submit for the final time.

APPLICATION COMPLETE?

ONLY CHECK THIS BOX AFTER ALL REQUIRED FIELDS ARE FILLED IN. ONCE THIS BOX IS CHECKED AND THE SUBMIT BUTTON IS CLICKED, THE APPLICATION WILL BE SENT TO THE SCORING TEAM AND WILL NO LONGER BE AVAILABLE FOR THE APPLICANT TO EDIT.

Send me a copy of my responses

Submit



Application Procedures – Cont'd

- ▶ Each time an applicant logs into their dashboard, they will have 3 options to proceed:
 - Create a new application
 - Navigate to existing (incomplete) applications
 - View existing profile

If you are an **existing applicant**, and wish to **create a new site application**, please click [here](#).

To navigate to your **existing applications**, please click [here](#).

To view your **existing applicant profile**, please click [here](#).

Application Procedure – Cont'd

- When an applicant chooses to open an existing (incomplete) application, they will be taken to the dynamic view, where all of their existing (incomplete) applications will be listed.

☆ Louisiana (NEVI) Site Applications ⓘ

Filter | [Grid Icon] | [Refresh Icon]

Applicant Email	Candidate Site Name	Corridor-Group	Interstate & Exit #
example@example.com	LA Dept of Trans	Group X	I-10 @ Exit 675
example@example.com	State of Louisiana	Group X	I-55 @ Exit 75

Application Procedures – Cont'd

- When an existing application from the dynamic view is selected, it will open with a new pane in the dynamic view. This is where work on an existing application will continue. Applicants may need to expand the application pane by dragging the center slide bar to the left.
- Note that the instructions remain the same, however attachments are now uploaded in the attachments tab.

Smartsheet Dynamic View

☆ Louisiana (NEVI) Site Application ⓘ

Filter [icon] [icon]

Candidate Site Name	Corridor-Group	Interstate & Exit #
example@example.com	Group X	I-10 @ Exit 675
example@example.com	Group X	I-55 @ Exit 75

Details Procedure remains the same for existing applications. ✕

In order to save progress, simply click SUBMIT. Applications will be available for edits until the application period closes. Each open text field has a 4000 character limit (approximately 800 words). All fields labeled REQUIRED must be filled out prior to the closing date of the application period. Applications missing required information will not be considered for award. All information provided in this application must be compliant with 23 CFR 680: ecf.gov/current/title-23/chapter

Data Attachments (2) Attachments are uploaded via the attachment tab when working on existing applications.

Corridor-Group

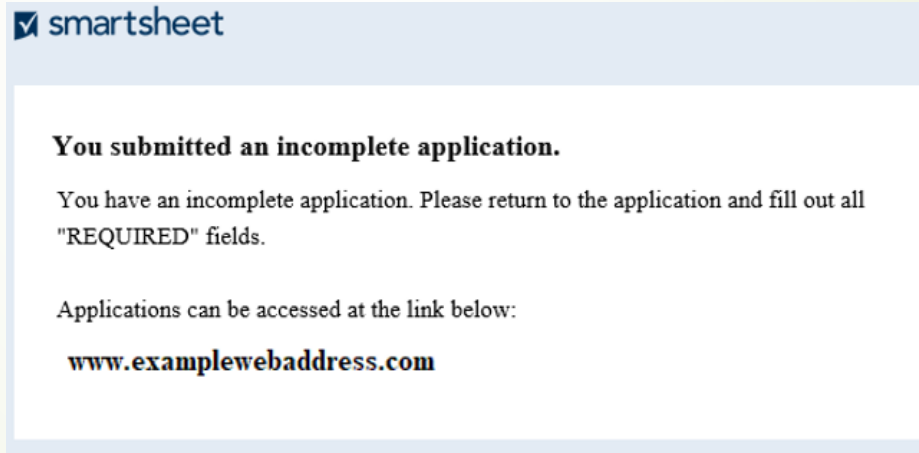
Interstate & Exit #

Street Address

Applicants can expand the application pane by dragging the center slide bar to the left. →

Application Procedures – Cont'd

- Should an applicant fail to complete all required fields before submitting, an automated email will be sent to the applicant indicating such and the incomplete application will reappear in their list of incomplete applications.





Questions?

- ▶ Should an applicant has any questions on anything specific to one of their applications, they should email DOTDEVProgram@la.gov
- ▶ For general questions regarding the NEVI Program, LA NEVI Round 1 RFP, or the application, questions shall be submitted at <https://app.smartsheet.com/b/form/8149446de1874f67b9ecc589058c539d>.
- ▶ To view previous LA NEVI Round 1 RFP and/or application questions and answers, please visit <https://app.smartsheet.com/b/publish?EQBCT=4d21841b11e0450aab7c79e20a9f999e>.
- ▶ Louisiana's NEVI Program webpage is located at http://www.sp.dotd.la.gov/Inside_LaDOTD/Divisions/Operations/Electric-Vehicle/Pages/default.aspx.