



Infrastructure Solicitation Required Documentation Checklist

Note: Only completed applications that are received by the deadline will be reviewed and evaluated.

- Site information Spreadsheet (provided on the [Air District's program website](#))
- Applicant's [IRS W-9 Form](#)
- Qualifications of applicants/partners: years installing charging infrastructure and number of successful projects completed to date.
- Statement of need (see *Selection Criteria* in *Program Guidance*) for each site
- Readiness documentation (see *Selection Criteria* in *Program Guidance*) for each site
- Description of the geographic location(s), including latitude and longitude, an aerial map (e.g., satellite view from an internet-based map or city/county map)
- A completed permit form (see [Air District's program website](#)). List of permits required by which permitting bodies and an attestation that: 1) the applicant is not aware of any limitations to permitting and 2) the applicant can obtain all required permits to install and operate the chargers.
- Documentation of property ownership or a long-term lease, easement, or other legal arrangement with a minimum of 3 years remaining after project is installed and placed into service (e.g., deed, lease agreement). *If the legal name on the documentation is not, word-for-word, the same as the legal name of the applicant, provide an explanation and provide documentation showing that the two names are the same entity.*
- Documentation that power is being or will be provided to the site (e.g., payment to the local utility company for power installation, quote from power installation company, designs for installing power, or letter from local utility stating that power can be provided with timeframe and estimated cost).
- For solar/wind projects, submit designs and proof that at least 50% of the energy from the chargers will come from that source.
- Timeline of the project and where the applicant currently is in the timeline
- Itemized quote(s) (see [Air District's program website](#) for sample quote showing costs by line item).
- Itemized budget (see [Air District's program website](#) for sample budget) showing total project costs (identify which are eligible and ineligible costs) grouped by the following categories:
 - Cost of equipment and associated materials. Indicate the quantity of each equipment (e.g., dispenser, cabinet)
 - Cost of installation including labor and equipment
 - Cost of Design and Engineering
 - Cost of permitting
 - Other eligible costsNote that budget should be consistent with the itemized quote.
- Specification sheet for the electric charging equipment
- A completed co-funding form (see [Air District's program website](#)). For all co-funding: 1) list the source, 2) enter the funding amount, and 3) indicate whether it is secured or unsecured. Applicants are responsible for checking whether co-funding is possible with Carl Moyer and CAP funds. Additionally, 4) provide attestation that a) there are no other sources of co-funding and b) that the project will not be reimbursed for an amount greater than the cost of the project.
- A completed Air District regulatory compliance statement form (see [Air District's program website](#)).