

Application Checklist

Applicants must include the following required Supporting Documentation online for their project to be considered for funding.

Supporting Documentation - Required for All Applications:

- ☐ **Letters of Support.** A support letter is required from the project owner, if different from the person compiling the application. Other support letters from key community members may also be provided to support the application.
- ☐ **Credentials.** A list of project team members, roles, and qualifications. Include resume of the project manager and other key team members. Include list of any similar projects completed.
- ☐ **Itemized Costs.** Include a project total and cost breakdown (Excel file).
- ☐ **Secured Funding Sources.** Documentation (i.e., award letters, confirmation emails, and other communication) confirming outside secured or granted funding sources and amounts, if applicable.
- ☐ **Project Development Timeline.** A Gantt chart or schedule that includes duration of each development stage and dates of major milestones.

Required for Applications with Physical Assets Only:

- ☐ **Equipment Specifications for Electric Vehicle Supply Equipment (EVSE).** Include warranty and performance information for all major components to be installed, if specific equipment is known at time of application.
- ☐ **Equipment Specifications for Electric Vehicles (EV).** Include warranty and performance information, if specific equipment is known at time of application.
- ☐ **Site Control Agreement (EVSE ONLY).** Include land ownership documentation or long-term lease agreement if making physical alterations to a site for charging infrastructure.

Please note: Participants must agree to transfer any Oregon Clean Fuels Program Credits derived from grant funded EVSE to Pacific Power. Applicants must select eligible Level 2 - EVSE from the Pacific Power [Qualified Products List](#). All other equipment must comply with the [Technical Requirements](#).

Recommended (but not required) for Applications with Physical Assets:

- ☐ **Site Evaluation (EVSE ONLY).** Include a technical assessment, any structural or installation feasibility assessments, and may include electrical analysis or documentation of discussions with the Pacific Power estimator group.
- ☐ **Design Drawings (EVSE ONLY).** Electrical diagram and site plan showing the location of the project components on the property.
- ☐ **Site Photos.** Photos of proposed project site and/or building with captions.
- ☐ **Contractor Bids.** Proposals, bids, and/or contracts to support budget estimates.