



Drive Change Fund

Application

PGE Drive Change Fund Application

PGE's Drive Change Fund supports projects that help electrify Oregon's transportation sector, from transit buses to passenger vehicles to micromobility solutions such as electric bikes and scooters. Grants are funded by the sale of Oregon Clean Fuels Program credits, which PGE aggregates on behalf of residential customers who charge their electric vehicles at home. In 2020, the Fund will award a total of \$2.25 million.

Successful projects will advance transportation electrification and benefit communities within PGE's service territory. Initiatives that address the needs of underserved communities are preferred. Communities that have been historically underserved include, but are not limited to: low-income individuals; communities of color; immigrants; non-English speakers, the long-term unemployed; communities that have been displaced from the urban core; communities with limited access to transportation options; tribal communities; women and girls; veterans; senior citizens; residents of multi-family housing; areas with a low density of public charging; people with disabilities; and members of the LGBTQ+ community. Organizations that primarily serve communities of color are strongly encouraged to apply and are of higher priority to Portland General Electric.

Instructions

1. Please review the eligibility information, evaluation criteria, technical requirements, and award recipient requirements on the Drive Change Fund website before completing the grant fund application: www.portlandgeneral.com/drivechange.
2. Complete all applicable sections of this application, including attachments requested in the appendix section.
3. Submit the application to pgedrivechangefund@pgn.com with "Drive Change Fund Application" in the subject line. You may compile attachments into a single document or attach as separate files. You will receive a receipt confirmation within 2 business days.
4. If eligible and interested, submit a Financial Assistance application before the application deadline. Further details can be found on the Drive Change Fund website.

If you require a different application format or wish to submit a proposal prepared for another funder, please contact us at pgedrivechangefund@pgn.com or 503-464-7826.

2020 Timeline

- July 1: Application period opens
- September 1: Application submission deadline
- By end of 2020: Awards announced and agreements signed



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Section 1: Applicant and Project Information

1.1 Organization name of lead applicant:	
1.2 Primary contact person: Title: Email: Phone:	
1.3 Organization type:	<input type="checkbox"/> Government <input type="checkbox"/> For Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other:
1.4 Federal tax ID:	
1.5 Address:	
1.6 Partner organizations for this project, if any:	
1.7 Vendor(s) for this project, if applicable:	
1.8 Eligibility	<input type="checkbox"/> I have read, and certify that this project meets the PGE Drive Change Fund eligibility requirements .
1.9 Project category (select one or more):	<input type="checkbox"/> Acquisition of electric vehicles <input type="checkbox"/> Education or outreach campaign <input type="checkbox"/> Installation of EV charging infrastructure <input type="checkbox"/> Other project that advances transportation electrification
1.10 Project location(s) or area served:	
1.11 Is this location in PGE's service area?	<input type="checkbox"/> Yes
1.12 Provide a brief (3 to 5 sentence) description of your project.	



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Section 2: Project Narrative

2.1 Organizational background: Include organizational mission statement or purpose, ongoing programs or projects related to community engagement/benefit, governance, and the area/population your organization serves. Include a brief description of key partners and vendors, if applicable.

2.2 What is the purpose of the project? What needs will it address? What is the evidence of that need?

2.3 Describe the elements of your project, key steps and milestones, and the involvement of vendors and/or partners, if applicable.



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2.4 Who will the project serve? How many people will be served? Will the project benefit underserved communities (see definition in application instructions)? Please use quantifiable metrics to determine potential impact.

2.5 How are you involving these communities in project planning and execution?

2.6 What is the anticipated impact of the project? Key performance indicators include but aren't limited to electric miles driven per vehicle, electric miles traveled per \$ awarded, annual kWhs consumed per charging station, # of people/communities impacted. Additional considerations: economic, environmental, educational, or social benefits; regional, community, or organizational capability to further transportation electrification; or impact to the electric mobility marketplace.



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2.7 How will your project raise awareness about electric mobility and the Clean Fuels Program? What events, communications, or press releases are planned alongside the physical project?

2.8 How will you measure success or effectiveness of the project? Describe your metrics, targets, and method of evaluation.

2.9 Describe the current status of the project, expected milestones, risks to completion, and potential mitigation strategies to deliver the project on time and on budget.



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Section 3: Physical Asset Information

Complete this section only if your project involves the acquisition of physical assets, such as vehicles and/or charging infrastructure. Please refer to the Technical Requirements document for allowable assets.

3.1 Provide an overview of the assets – total quantity, make, model, type, year, etc. Why is this the right technology for this project?

3.2 Describe the financial structure of the project. Who will own the assets? Where will they be located?

3.3 If the assets will be made publicly accessible, what will it cost the public to use the asset? What payment mechanisms are/will be made available?



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3.4 What operations and maintenance (O&M) activities are required over the project life? Expected project life is defined as 10 years. Describe the long-term O&M plan, including sources of funding to implement the plan. Include information about warranties, insurance, and O&M service providers, if applicable.

3.5 For projects that include installation of charging infrastructure: Describe the plan for compiling energy consumption data. How will this be shared with PGE on a quarterly basis?



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Section 4: Budget

Please attach a budget that includes itemized eligible project costs and a list of pending or secured funding sources.

<i>4.1 Total eligible project costs:</i>	
<i>4.2 Total funding requested from the Drive Change Fund:</i>	
<i>4.3 Are there any financial risks to the project? How will you mitigate those risks?</i>	
<i>4.4 Please list your funding sources and denote how much of the total eligible projects costs are being covered by each. Include if they are pending or secured.</i>	
<i>4.5 If this project were not funded by the Drive Change Fund, or were offered a smaller Drive Change Fund award than the total funds requested, how would that impact the proposed project?</i>	



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Attachments

Please complete this checklist and submit with attachments. If any requested attachments are not included, please provide a reason why.

All Projects

- Statements of support from project partners and community members
- Credentials of key staff and vendors (resumes not required)
- Financial statements: 1) Statements of Revenue and Expense and 2) Balance Sheets for the most recent two fiscal years, or equivalent documentation demonstrating organizational financial health
- Project timeline with key milestones and estimated dates of completion
- Project budget that includes itemized eligible project costs and a list of pending or secured funding sources
- Bids, proposals, or contracts to support the budgeted costs

Projects that include installation of charging infrastructure

- Hardware and software specifications that demonstrate compliance with technical requirements
- List of required permits and status of permits (i.e. "not submitted", "pending", or "received")
- Site plan showing the location of the project components on the property
- Electrical diagram showing the necessary project components on the property
- Site photos of the proposed project location

Projects that include vehicle acquisition

- Equipment specifications that demonstrate compliance with technical requirements
- Estimated annual mileage per vehicle



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Complete and submit this certification as an attachment to the Drive Change Fund Application.
As an authorized representative for the applicant organization:

- *I certify that I have reviewed the applicant as well as the award recipient requirements and guidelines, understand that should this project be awarded funding, my organization and project will be able to meet the technical requirements and award recipient requirements as described on the Portland General Electric website.*
- *I attest that the information provided above responding to this application is both accurate and current, and that funding described in this application as secured has actually been secured.*
- *If new or upgraded electrical service is required, I attest that a service request has been submitted to Portland General Electric or the electric utility that serves the site where the infrastructure will be located.*
- *I understand that submitting an application in no way obligates Portland General Electric to provide funding and that funds are distributed at the sole discretion of Portland General Electric.*

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Company: _____

Phone Number: _____

If this project includes onsite infrastructure, and the project applicant is not the property owner, the property owner must sign below.

*As the property owner at [address] _____,
I certify that I have reviewed the application, along with supporting documentation, and that I support the project as described.*

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Company: _____

Phone Number: _____