



2023 Electric Mobility Community Grant Guidelines

Overview

Eugene Water & Electric Board (EWEB) is pleased to offer grant funding to help promote our commitment to the environment and the community by increasing awareness, access, infrastructure, and adoption of electric mobility in EWEB service territory. We understand that our community agencies are experts on the populations they serve and their needs, and we want to put funds directly in their hands to maximize the benefits they can provide.

Five (5) grants will be provided. Funding awards will be up to \$25,000 each to cover up to 100% of costs for non-profits, academic institutions, or public organizations towards their electric mobility projects. Special consideration will be given to projects that advance electric mobility in underserved communities.

Grant recipients will serve as project leads, responsible for project design, implementation, project management, equipment purchase, installation, operations and maintenance, awareness building, and as applicable, data collection and data transfer to EWEB.

Projects must be completed within 12 months of the award notification.

Funding for these grants is in part made possible by the [Oregon Clean Fuels Program](#) (CFP) administered by the Oregon Department of Environmental Quality.

Eligibility and Requirements

Applicants must be one of the following:

- Tax-exempt organization under IRS Code Section 501(c)(3) and (4)
- An academic institution chartered by the State of Oregon
- Public institution referenced in ORS 174.109 through ORS 174/117

Funding is not provided for:

- Individuals
- Organizations that are in violation of state or federal laws
- Endowments
- For-profit businesses
- Programs with eligibility requirements contingent upon a stipulated religious or political affiliation

Eligible expenses can include costs of planning, promoting, or deploying electric transportation infrastructure, technology, awareness, vehicle purchase or lease. Projects must be executed and deployed in EWEB electric service territory.

Ineligible expenses include ongoing operations and maintenance costs, energy costs, or other software costs, private fleet costs that do not benefit the public, and costs that would occur without the project. (e.g., staff salaries, landscaping, information technology network enhancements).

Timeline

Submittal of Application and Project Proposal	Opens April 22, 2023
	Due Monday July 31, 2023
Evaluation of Projects	August 2023
Award Decision and Notification	September 2023

Projects must be completed within 12 months of award notification. EWEB will consider multi-year funding requests but reserves the right to review a grantee’s progress on an annual or more frequent basis to determine whether subsequent grant payments are appropriate. If a timeline extension is needed, it should be included in the project proposal.

Funding Distribution

Grant funding distribution will reflect the needs of the project but may be disbursed according to the achievements of the milestones below.

1. Project kick-off
2. Mid-term report or milestone
3. Final evaluation or inspection

One Year Evaluation Report

An evaluation report must be submitted to EWEB on the project status one year after its execution. This report is flexible, but it should cover the project’s results, including the achievement of the initial goals, adoption/utilization (if applicable), and the potential continuation of the effort. Visualizations such as graphs and images are encouraged.

Evaluation Criteria

Projects will be reviewed, evaluated, and scored based on the criteria below. Be detailed in addressing these components, including vendors, partners, experience, barriers, risks, etc. Do not assume that the evaluation team already understands your project, entity, values, technology, drivers, experience, etc. The utilization of data, images, diagrams, graphs, etc. is encouraged.

Project Description and Feasibility

- Description of primary purpose of the project, including the problem or gap being solved, and how this is achieved
- Strategies employed for project implementation
- Alignment with EWEB’s goals in increasing accessibility of electric mobility in the community
- Timelines for the various facets of the project, including milestones

- Implementation readiness
- Implementation barriers and strategic response plan to address them
- Relevant experience and partnerships for successful project execution and completion

Use of Funds

- Outline supporting need and use of funds
- Itemized proposed budget and any potential budgetary risks and mitigation of such
- Avenues to maximize funds, including the securement of additional funding resources
- Alignment of project costs with industry standards to support validation of expenses

Innovation and Analysis

- Creative project design, partnerships, and utilization of resources
- Implementation of innovative solutions and technologies
- Methods to help overcome awareness, engagement, and electric mobility adoption barriers
- Plan for collecting, analyzing, and sharing available data and results
- Evaluation outline and methodology for reporting project progress and outcomes
- Collaboration with other complementary systems or intersections leveraging existing or new community options

Social Equity

- Ways the project helps in the advancement of electric mobility in underserved communities, including awareness, engagement, and accessibility
- Role and experience in working with targeted underserved community
- Incorporation of evaluations, studies, and involvement of targeted underserved community members

Educational, Environmental, and Community Benefits

- Education and awareness strategy and opportunities
- Reduction of greenhouse gas emissions and any supporting analysis of such
- Impact to areas with known air quality issues
- Community visibility and ease of access
- Benefit to EWEB customers and the broader community in EWEB service territory

Project Proposal

In addition to addressing the evaluation criteria, the proposal should include the components below, and be a maximum of fifteen pages.

Organization Background:

- Mission of the organization
- The needs the organization addresses
- The population the organization serves
- Description of current programs offered and operating budget

Project Evaluation

- Criteria for a successful project
- Expected project results at the end of the funding period
- Methodology for measuring project's effectiveness

Attachments

- Proof of nonprofit (copy of IRS letter), or academic status
- One-paragraph resumes of key staff working on the project
- Proof of ownership or authority to install equipment, or otherwise modify building if project involves construction

Application Process

- **Step 1:** Ensure project meets eligibility requirements. For questions, contact Hailey Dawson at hailey.dawson@eweb.org or call 541-685-7016.
- **Step 2:** Complete the EWEB Electric Mobility Community Grant Application and prepare a project proposal. The grant application, and project proposal are the primary documents the EWEB Electric Mobility Community Grant Review Panel will use to screen and score projects.
- **Step 3:** Email completed grant application and project proposal to Hailey Dawson at hailey.dawson@eweb.org. Grant application and project proposal must be submitted no later than Monday, July 31, 2023.
- **Step 4:** Applicants will be informed of eligibility and selection results according to the program timeline.

Additional details

For charging infrastructure efforts, equipment and installation should follow current applicable residential or commercial EWEB electric vehicle supply equipment requirements.

Award of an EWEB Electric Mobility Community Grant cannot be used in combination with other EWEB transportation electrification incentives or programs that relate to the specific grant-awarded project.