



MCE

CHARGED BY PUBLIC POWER

Exhibit A: EV Charging Project Application

Stage 1: Concept Application

Separate application required for each installation address

Application Deadline	September 4, 2026, 5:00 PM PT
Questions	Due Friday, August 17, 2026 by 5:00 PM PST Submit questions to: contracts@mcecleanenergy.org
Submission Method	Upload applications here: https://mea.egnyte.com/ul/g37rwtkih0



STAGE 1 APPLICATION INSTRUCTIONS

Purpose of this form

This application gathers concept-level information needed for MCE to evaluate eligibility, community benefit, preliminary feasibility, estimated cost, and readiness. Provide the best information reasonably available. Final engineering, permitting, procurement, vendor selection, and equipment selection are not required at Stage 1.

Important restrictions

Conditional selection is not a final award. Do not purchase or order charging equipment, begin construction or site-disturbing work, enter into a binding non-cancellable equipment or construction agreement, or incur costs in reliance on a potential award unless MCE expressly authorizes the activity in writing.

Stage 1 Application Checklist

- ☐ Completed and signed Stage 1 EV Charging Project Application
- ☐ Property Owner/Site Host Confirmation section completed, if the applicant does not own the proposed site
- ☐ Available supporting materials, if any (quotes, site evaluation, conceptual plan, utility correspondence, photographs, or equipment information)

1. APPLICANT INFORMATION

Legal Applicant Name	
Doing Business As, if applicable	
Organization Type	
Street Address	
City, State, ZIP	
Website, if applicable	
MCE Account Number, if applicable	

Organization type: ☐ Local government/public agency ☐ Nonprofit ☐ Faith-based organization ☐ Educational institution ☐ Healthcare organization ☐ Multifamily owner/operator ☐ Community-serving business

Other: _____

Primary Contact

Name and Title	
Email	
Phone	



Authorized Representative

Name and Title	
Email	
Phone	

Can the applicant enter into and administer a federal subaward? ☐ Yes ☐ No ☐ Unsure

Is the applicant suspended, debarred, or otherwise excluded from receiving federal funds? ☐ No ☐ Yes ☐ Unsure

Unique Entity Identifier (UEI), if available	
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2. PROJECT SITE AND PROPERTY RELATIONSHIP

Proposed Installation Address	
City	
County	
Assessor Parcel Number, if known	

Priority Community

☐ Concord	☐ Fairfield	☐ Napa
☐ Pittsburg	☐ Richmond	☐ San Pablo
☐ San Rafael	☐ Unincorporated Contra Costa County	☐ Vallejo

Is the site within [an eligible state-designated priority-population area](#)?

☐ Yes ☐ No ☐ Needs MCE verification

Property type (select one or more):

- ☐ Community center/community-based organization
- ☐ Library
- ☐ School or educational institution
- ☐ Hospital or clinic
- ☐ Park or public facility
- ☐ Community-serving business district or commercial center
- ☐ Multifamily property
- ☐ Transit-serving or other essential community location
- ☐ Other: _____

Project structure:

☐ Applicant owns/controls and operates the site ☐ Applicant operates but does not own the site



☐ Applicant is partnering with a third-party property owner/site host ☐ Other: _____

Property Owner Name, if different from applicant	
Property Owner Contact (name/email/phone)	
Site Host Name, if different from applicant	
Site Host Contact (name/email/phone)	

Is the Property Owner/Site Host Confirmation section at the end of this application completed?

☐ Yes ☐ Not applicable - applicant owns the site ☐ No

Briefly describe where the chargers would be located on the property, including the parking area or spaces proposed:

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3. PROPOSED CHARGING CONCEPT

Provide preliminary information. Final equipment selection is not required at Stage 1.

Instructions: A charging unit is an individual charging device or station. Simultaneous charging ports represent the number of vehicles that can charge at the same time. Enter the anticipated maximum charging output in kilowatts (kW) for each port. If power will be shared among multiple ports, describe the configuration in the box below. Enter "TBD" if the information is not yet known.

Example: Two dual-port Level 2 charging stations = 2 charging units and 4 simultaneous charging ports.

Charger Type	Estimated Number of Charging Units	Estimated Simultaneous Charging Ports/Outlets	Anticipated Maximum Output per Port (kW), if known	Proposed Manufacturer/Model, if known
Level 1 outlet				
Level 2 outlet				
Level 2 charging equipment				



Charger Type	Estimated Number of Charging Units	Estimated Simultaneous Charging Ports/Outlets	Anticipated Maximum Output per Port (kW), if known	Proposed Manufacturer/Model, if known
DC fast charging equipment				
Other — describe: _____				
Project Total				

If power is shared among multiple ports, describe the total equipment output and expected output per port.

Equipment selection status: ☐ Not started ☐ Options under review ☐ Preliminary product identified ☐ Other: _____

Build America, Buy America (BABA) documentation status, if a product is identified: ☐ Not applicable yet ☐ Available/attached ☐ Requested ☐ Unsure ☐ Potential waiver concern

Briefly describe the proposed charging configuration and major site improvements that may be needed:

Intended users (select all that apply):

- ☐ General public
☐ Community members or visitors
☐ Multifamily residents and visitors
☐ Employees or customers, with meaningful public access
☐ Other: _____

Will the project be primarily used for charging a public or private vehicle fleet? ☐ No ☐ Yes

Proposed public access: ☐ 24 hours / 7 days ☐ At least during regular site operating hours ☐ More limited schedule proposed ☐ Not applicable, restricted to multifamily residents only



Proposed Days and Hours of Public Access	
Proposed Charging Fee, if any	

Describe any known accessibility, parking, security, or site-use considerations:

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4. COMMUNITY NEED AND PUBLIC BENEFIT

Describe the community need or charging gap the project would address:

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Describe the people, neighborhoods, services, or destinations expected to benefit:

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Relationship to Appendix A community-identified locations: ☐ At an identified location ☐ Near an identified location
☐ Different location with geographic value ☐ Unsure

Identified Location or Approximate Distance, if applicable	
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Provide reasonable preliminary estimates based on the best information available. Identify the unit and basis for each estimate when known. Applicants may enter "TBD" when an estimate cannot reasonably be developed at Stage 1.



Preliminary Outcome Measure	Estimated Result
Simultaneous charging ports installed	
Public charging availability in hours per week	
Estimated people, households, or other users with access, if reasonably available	
Estimated charging sessions annually	
Other measurable community benefit	

Explain how the project will provide meaningful community benefit:

5. PROJECT FEASIBILITY AND PRELIMINARY SCHEDULE

Projects may be in the preliminary or concept-development stage when submitted. Indicate the status of the activities below. Completion is not required at Stage 1 unless specifically stated in the Call for Projects. Do not include equipment purchases, construction, binding contracts, or other unauthorized project commitments.

Activity	Status	Notes or Provide Attachment
Property-owner or site-host participation	☐ Confirmed ☐ In progress ☐ Not applicable (applicant controls the site)	
Preliminary site and electrical review	☐ Information available ☐ In progress ☐ Not started ☐ Unknown	
Initial utility coordination	☐ Inquiry completed ☐ In progress ☐ Not Started ☐ Unknown	
Preliminary project concept and cost estimate	☐ Available ☐ In progress ☐ Not started	
Preliminary equipment, vendor, permitting, and operations research	☐ Some research completed ☐ In progress ☐ Not started	

Briefly describe the planning completed to date and the major project-development activities that remain:



Identify any known issue that could affect project feasibility, cost, or completion by December 1, 2027:

Preliminary Project Schedule

Provide the applicant's best estimate of when each milestone would occur. Dates may be provided as a month, quarter, or estimated timeframe. This schedule is preliminary and will be further developed during Stage 2.

Milestone	Estimated Date	Notes
Complete site evaluation and preliminary design		
Complete utility coordination and confirm electrical-service needs		
Finalize proposed equipment, BABA documentation, and procurement approach		
Obtain required permits and other project approvals		
Begin construction and installation		
Complete installation, inspection, and commissioning		
Chargers operational	No later than December 1, 2027	

Does the applicant believe the project can be operational by December 1, 2027? ☐ Yes ☐ No ☐ Unsure

Identify known technical, utility, permitting, financial, or schedule risks and how they may be addressed:

6. PRELIMINARY BUDGET AND FUNDING

MCE funding requested for this site, other external funding, applicant contribution, and any remaining funding gap should equal the estimated total project cost. The total MCE funding requested across all applications submitted by the same applicant may not exceed \$249,999.

**Funding for This Site**

MCE Funding Requested for This Site	\$
Other External Funding for This Site	\$
Applicant Contribution for This Site	\$
Remaining Funding Gap, if any	\$
Estimated Total Project Cost	\$

Applicant-Level Funding Summary

Total MCE Funding Requested Across All Site Applications	\$
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Basis of the preliminary budget:

- ☐ Vendor quote(s) ☐ Internal estimate ☐ Comparable project ☐ Planning allowance ☐ Combination
☐ Other: _____

Can the applicant pay project costs before requesting reimbursement?

- ☐ Yes ☐ No ☐ Partially - up to \$_____

Can the applicant cover costs above the final approved award and any ineligible or unsupported costs?

- ☐ Yes ☐ No ☐ Needs further review

Identify other committed, pending, or anticipated funding and any restrictions:

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7. PUBLIC ACCESS AND LONG-TERM OPERATIONS

Entity Expected to Own the Chargers	
Entity Expected to Operate the Chargers	
Entity Expected to Maintain the Chargers	
Entity Expected to Pay Electricity and Ongoing Costs	

Does the applicant commit to ensuring public access, operation, and maintenance for at least five years after the chargers become operational? ☐ Yes ☐ Yes, subject to finalizing the partner/site agreement ☐ No



Briefly describe the preliminary plan for maintenance, networking, customer support, and responding to outages:

Will the proposed chargers be capable of providing status, availability, usage, and other data requested by MCE?

☐ Yes ☐ Expected ☐ Unsure

8. PRIOR ACTIVITIES, CERTIFICATIONS, AND SIGNATURE

Prior project activity disclosure

Has the applicant purchased or ordered charging equipment or other major installed products? ☐ No ☐ Yes

Has construction, excavation, installation, or other site-disturbing work begun? ☐ No ☐ Yes

Has the applicant entered into a binding, non-cancellable agreement for equipment or construction proposed for MCE funding? ☐ No ☐ Yes

Has the applicant taken any other action that could prevent MCE from completing required procurement, environmental, BABA, or other federal reviews? ☐ No ☐ Yes

If any answer above is Yes, explain the activity, date, amount, and whether the commitment can be cancelled:

Permitted preliminary planning completed to date, if any: ☐ Site evaluation ☐ Conceptual design

☐ Utility coordination ☐ Cost estimate ☐ Nonbinding vendor quote ☐ Other: _____ ☐ None

Applicant acknowledgments and certifications

- ☐ The information in this application and its attachments is true and complete to the best of the applicant's knowledge.
- ☐ The applicant understands that this is a Stage 1 concept application and that conditional selection is not a final award.
- ☐ If conditionally selected, the applicant will further develop the project and provide information requested by MCE during Stage 2.
- ☐ The applicant will not begin reimbursable work, purchase or order charging equipment, or make binding project commitments without written authorization from MCE.
- ☐ The applicant understands that, if selected for final award, it will become a federal subrecipient and must enter into a written subaward agreement with MCE.



- ☐ The same portion of a project cost will not be charged to, reimbursed by, or counted as cost share under more than one funding source.
- ☐ The applicant will provide requested BABA documentation and will not purchase covered products until MCE confirms compliance or an applicable DOE-approved waiver.
- ☐ The person signing below is authorized to submit this application on behalf of the applicant.

Authorized Representative Name	
Title	
Signature	
Date	

9. PROPERTY OWNER / SITE HOST CONFIRMATION (if applicable)

Complete this section only when the applicant does not own the proposed project site. This is a Stage 1 expression of willingness to participate, not the final site agreement.

- ☐ The property owner or authorized property manager is aware that the applicant is proposing an EV charging project at the site.
- ☐ The property owner/site host is willing to participate in further project development if the project is conditionally selected.
- ☐ The property owner/site host understands that final participation may require a site-control, property-access, lease, or other agreement acceptable to MCE.
- ☐ The property owner/site host is willing to work toward meaningful public access and a five-year operating arrangement, subject to final project approval and agreement terms.
- ☐ The property owner/site host authorizes MCE to verify site information and, with reasonable notice, conduct a site visit during application review.

Property Owner or Authorized Property Manager

Organization / Property Owner	
Name and Title	
Email and Phone	
Signature	
Date	

Site Host, if different from both the applicant and property owner

Organization	
Name and Title	
Email and Phone	
Signature	
Date	