

Oregon Zero-Emission Fueling Infrastructure Grant Program

User Guide

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This document was prepared by
Oregon Department of Environmental Quality
Transportation Strategies Section
700 NE Multnomah Street, Portland Oregon, 97232

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Contact: Tracie Weitzman
Phone: 503-847-1834
dieselgrants@deq.oregon.gov
www.oregon.gov/deq



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800-452-4011 | TTY: 711 | deqinfo@deq.oregon.gov

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Executive summary

The Oregon Department of Environmental Quality received approximately \$3 million in federal funding through the [Climate Equity and Resilience Through Action](#) Grant to establish a new round of funding for Oregon Zero-Emission Fueling grants. In parallel with our existing Diesel Emissions Mitigation, Diesel Emissions Reduction Act and Clean Trucks grants, and the ZERO Fleet Rebate program, DEQ will use those funds in 2025 to support businesses, local governments, municipalities and tribal governments in installing charging infrastructure to support medium- and heavy-duty zero-emission vehicles.



These 2025 OZEF reimbursement grants are intended to address air quality challenges facing Oregon and meet the following goals:

- Maximize benefits to improve air quality in disproportionately affected Oregon communities
- Prioritize pollution reductions in areas of the state with the highest emissions of oxides of nitrogen and particulate matter from diesel engines
- Maximize pollution-reduction cost effectiveness

This user guide provides details for grant applicants to determine which types of charging equipment projects are eligible for funding to reduce emissions under the OZEF program. Also, it includes information on timelines, federal and program requirements, the online application process and reporting requirements for program participants. Finally, limited technical assistance is available from DEQ staff at dieselgrants@deq.oregon.gov.



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About the Oregon Zero-Emission Fueling Infrastructure Grant Program

The DEQ received approximately \$15 million in funding in 2022 from the Oregon State Legislature to establish a new program to fund charging infrastructure for medium and heavy-duty fleets with zero-emissions vehicles and equipment. In 2024, DEQ was awarded funding for several projects via the Climate Equity and Resilience Through Action Grant. Approximately \$3 million of those funds will be available in 2025 to support businesses, local governments, and tribal governments in installing charging infrastructure equipment for medium and heavy-duty zero-emissions vehicles.

Public, private, and tribal entities are allowed to apply for funding for projects that measurably reduce diesel emissions in Oregon. Each project must address diesel emissions from vehicles or equipment operating in Oregon.

Available funding

As a reimbursement program, the OZEF infrastructure grant awards up to 80% of total eligible project costs with a maximum of approximately \$137,000 per single direct current fast charger (DCFC) installed or \$249,000 for two DCFCs. Proposed projects with multiple Level 2 chargers will also be considered. COBID Certified awardees may be reimbursed for 100% of eligible project expenses.

Eligible projects

The goal of this grant program is to accelerate Oregon's transition from older, more polluting vehicle fleets and equipment to new zero-emission trucks, buses, medium and heavy-duty equipment. Projects must be located in Oregon, be a registered business, public government entity, or tribal government operating in the State of Oregon, and serve Oregon fleets. In addition, DEQ aims to facilitate the development of a robust network of charging infrastructure to support a diverse range of Oregon fleets and fueling locations.

Applicants must also not be excluded, disqualified, or debarred from receiving federal assistance and are not on the Federal Suspension and Debarment list.

Application

Applicants will submit required documents (fleet information, utility information, vendor quotes, and local planning authority information as necessary) in addition to the completed online

application form, which can be found at [WebGrants - Oregon DEQ](#). In 2025, the same application portal will be used for Oregon DEQ DEM, DEQ Clean Trucks, DERA grants.

The application can be saved and multiple individuals in an organization may work on it if needed. DEQ recommends applicants plan ahead and give themselves plenty of time to complete the application. Applicants will need to follow these steps to complete the application process:

- Register for a [Unique Entity Identification number](#)
- Register with [DEQ Grants](#)
- Submit required documents and attachments
- Complete and submit an online application

DEQ staff will evaluate all of the applications submitted through the online portal and determine which of the various available grant programs are most suitable for the proposed projects.

For questions and technical assistance, applicants may contact DEQ staff at dieselgrants@deq.oregon.gov. DEQ can provide documents in an alternate format or in a language other than English upon request.

Key Dates – 2025

Estimated dates of grant information, application, and deadlines are below. These dates are subject to change based on the timing of availability of funds and schedule of implementation tasks.

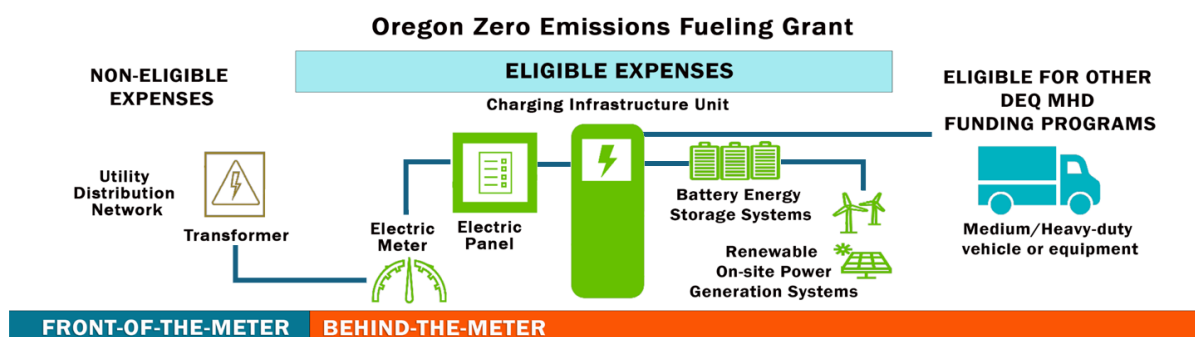
Dates	Activity
June 2, 2025	Grant program opens for applications
Aug. 15, 2025	Grant program closes for applicants
Oct. 15, 2025	Grant awards announced
Late 2025	Funding for projects becomes available

Eligible expenses

Eligible electrical infrastructure is limited to installations and upgrades behind the electric meter. This can include, but is not limited to, charging equipment (such as direct-current fast charging, or alternating current Level 2); design and engineering; installation costs such as trenching, wiring, electrical upgrades, labor, and permitting; related intelligent equipment and software designed to monitor vehicle and infrastructure performance. OZEF is a reimbursement grant program, with no upfront payment, and any other expenses (monitoring, staffing, oversight, administrative) are outside the scope of eligible total project costs.

DEQ encourages recipients to consider long-term fleet electrical needs when installing charging equipment. Installing additional electrical capacity on the customer side of the meter to support future charging needs (e.g., purchasing and running additional electrical conduit during trenching and wiring upgrades) is an allowable use of funds. Infrastructure costs associated with work on the utility's side of the electrical meter are not eligible for reimbursement.

Figure 1:



Product types

OZEF grant awardees are strongly encouraged to install charging infrastructure equipment listed on the Electric Power Research Institute (EPRI) [Vetted Product List](#) according to the utility service area of the project location. Currently, both PacificCorp and Portland General Electric have unique product lists available for reference on the EPRI VPL site. These lists are updated several times a month, adding products that meet electrical and networking requirements of the utilities.

Contractor information

During the construction and installation process of the project, awardees must use electricians that hold certification from the Electric Vehicle Infrastructure Training Program or an equivalent training program. For projects requiring more than one electrician, at least one electrician must meet the requirements above. Recipients should request and maintain proof of EVITP certification from their electricians for purposes of project audits. The EVITP website lists over 50 contractors certified to work in Oregon, and can be found at [Oregon EVITP](#).

Build America, Buy America requirements

DEQ has obtained a Build America, Buy America (BABA) small projects waiver for CERTA-funded OZEF projects where the total amount of federal funding per project is less than \$250,000. Applicants or awardees must notify DEQ if they receive other federal funding for their OZEF project, as additional federal requirements might apply. Grant recipients are responsible for ensuring compliance with BABA requirements.

Davis-Bacon and Related Acts requirements

The Davis-Bacon Act (DBRA) regulates fair wage labor standards. DBRA requirements apply to OZEF awardees that are local governments, municipalities, and tribal governments that are required to hire contractors with the EVITP certificate (e.g. that do not have EVITP certified electricians on staff). In these cases, DBRA applies even if the charging equipment installed is not available to the public. The DEQ OZEF grant administrator will work with these awardees to understand and comply with additional DBRA requirements, as appropriate.

Other federal requirements

Successful applicants will follow all applicable federal requirements, including but not limited to the Farmland Protection Act and the Coastal Zone Management Act.

Utility feasibility study

Get in touch with your local electrical utility to see if they offer feasibility studies to help customers explore electric vehicle charging energy capacity. These studies assess projects within the current electrical grid and can provide insights into costs, benefits, and potential challenges. Feasibility studies are typically high-level overviews. More complex projects might require additional utility technical expertise and grid planning via a System Impact Study. DEQ encourages OZEF applicants to contact the area utility to understand site specific requirements

and timelines. Coordination with the utility on at least a high-level feasibility study is preferred in applications.

Local planning department approval

While not required for the OZEF application, DEQ recommends applicants obtain documentation from their relevant local planning department's review of site-specific charging installation plans. DEQ will require this review by local planning departments, as appropriate, for awarded projects. Given that process can take some time, DEQ encourages applicants to coordinate with local planning and permitting as soon as possible. Even if the local planning department declines to review an applicant's proposed installation and provides their rationale, that is still helpful information to share with DEQ in the OZEF application.

Priority locations

The OZEF grant program prioritizes installation of charging equipment in locations disproportionately affected by poor air quality. DEQ uses an internal tool for determining these Diesel Pollution Priority Areas based on several population criteria, population density, and diesel pollution data. Applicant proposed project sites will be awarded points depending on locations, and areas less effected are still encouraged to apply. The tool used can be viewed at [Diesel Pollution Priority Areas](#).

OZEF Grant Program Application

The OZEF grant program application is a web-based application that users must complete online. The application can be saved and multiple individuals in an organization may contribute, if needed.

The form includes areas with check boxes, yes or no questions, text boxes and buttons for uploading documents and adding information. All application fields are to be completed unless otherwise noted. DEQ will work on flagging incomplete applications for resubmittal prior to the deadline. Incomplete applications submitted by the deadline will be reviewed according to the provided information.

The online form is accessible from the [Department of Environmental Quality : Oregon Zero-Emission Fueling Infrastructure Grant : Clean Vehicles : State of Oregon](#) web page. As well as the [Department of Environmental Quality : Diesel Emissions Mitigation Grants : Clean Vehicles : State of Oregon](#). All desktop web browsers and mobile devices will work in accessing the application.

The application requires an internet connection to complete. If you do not have access to a stable internet connection, need assistance accessing the application, or have technical problems using the form, please contact dieselgrants@deq.oregon.gov and DEQ will try to assist you.

About the application process

The OZEF grant program application will require a submitted web-based application along with required attachments, which include vendor quotes; these attachments can be uploaded in designated areas. DEQ staff will review the application and supporting materials for grant eligibility.

Registering with DEQ Grants

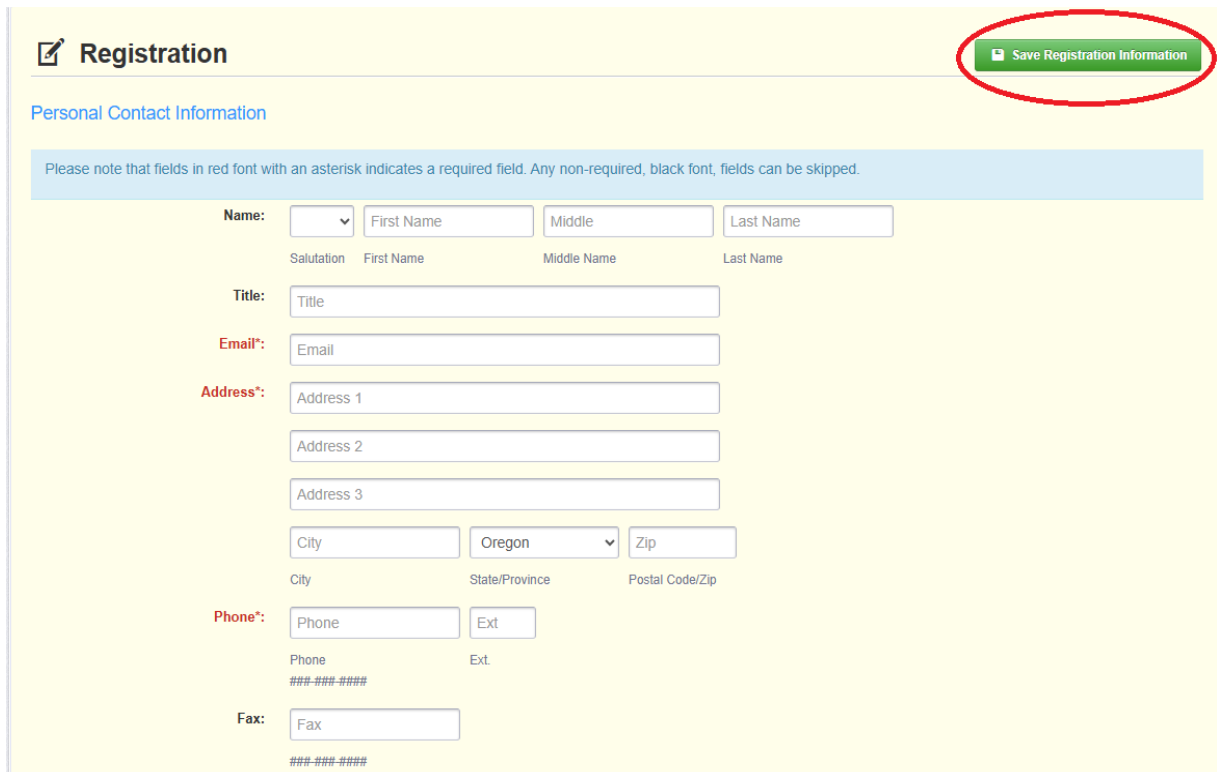
1. Enter the URL for DEQ Grants: <https://deqgrants.oregon.gov/index.do>
2. On the Login page, click on **Click here to Register**

Figure 2:

The screenshot shows the DEQ Grants Website interface. At the top is a banner image of a mountain range with the DEQ logo on the left. Below the banner is a 'Login' section with a key icon. The login form includes a title 'Enter your user id and password', input fields for 'User ID' and 'Password', a green 'SIGN IN' button, and links for 'Forgot User ID?' and 'Reset Password?'. To the right is an 'Announcements' section with a document icon, a welcome message 'WELCOME TO THE NEW DEQ GRANTS WEBSITE!', and a link to the DEQ home page: <https://www.oregon.gov/deq/Pages/index.aspx>. At the bottom, a yellow button labeled 'Click here to Register' is circled in red.

3. On the **Registration** page, enter the requested **Personal Contact Information** and **Organization Information**. All required fields are shown with a **red asterisk (*)**. You will also need to select **Program Area of Interest** as **MHD – Clean Trucks and Infrastructure Grants**.

Figure 3:



Registration

Save Registration Information

Personal Contact Information

Please note that fields in red font with an asterisk indicates a required field. Any non-required, black font, fields can be skipped.

Name:
Salutation First Name Middle Name Last Name

Title:

Email*:

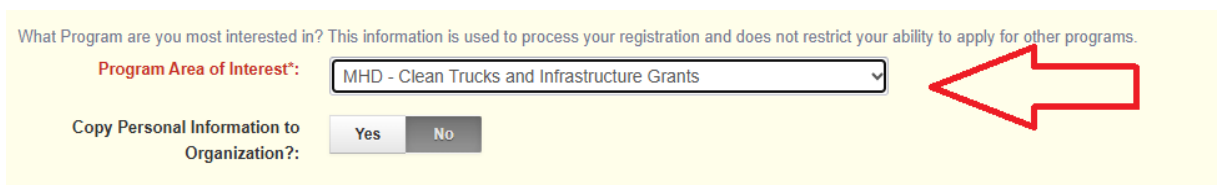
Address*:

City State/Province Postal Code/Zip

Phone*:
Phone Ext.
###-###-####

Fax:
###-###-####

Figure 4:



What Program are you most interested in? This information is used to process your registration and does not restrict your ability to apply for other programs.

Program Area of Interest*:

Copy Personal Information to Organization?:

Figure 5:

Organization Information

IMPORTANT: Check YES that you are affiliated with an Organization and enter the details for the Organization you represent which intends to apply for grant funds. Your profile will be linked to that Organization so you can conduct business on its behalf within this grant system.

Are you Affiliated with an Organization?*

Name*:

Organization Type*:

Tax Id:

For more information about UEID# visit: <https://sam.gov/content/duns-uei>.

UEID #:

SAM Validation:

SAM Expiration Date:

Organization Website:

Address*:

City State/Province Postal Code/Zip

County

Phone*:
###-###-#### Ext.

Fax:
###-###-####

Captcha*: ☐ I'm not a robot  reCAPTCHA Privacy Terms

- When complete, click **Save Registration Information** at the top or bottom of the page. You will receive a confirmation of your registration with the message that an alert notification has been sent to your email address and an email alert. See below examples of alert notifications.

Figure 6:

Thank you for registering.

A confirmation notice has been sent to your email address.

After your registration is approved, you will receive an email notification with a link to log into WebGrants - Dulles Technology using your confirmed credentials.

You may now return to the **log in screen**.

Figure 7:

From: send.mail@dullestech.com <send.mail@dullestech.com>
Sent: Saturday, March 28, 2020 10:28 AM
To: john.smith@dullestech.com
Subject: WebGrants – Dulles Technology - New User Registration

**** Do Not Respond to This Email ****

Dear John Smith,

Thank you for registering with WebGrants - Dulles Technology.

Your registration is currently under review, if approved, you will receive a confirmation email with your user id and password.

Registration review may take several business days.
Thank you for your patience.

You may now log into the WebGrants system at the following location:
<http://www.dullestech.com>

5. After your registration is approved, you will receive two separate email notifications with your assigned **User ID** and **temporary password**. Each email provides the URL for logging into DEQ Grants. See below examples of alert notifications.

Figure 8 and 9 (Emails with assigned User ID example):

From: send.mail@dullestech.com <send.mail@dullestech.com>
Sent: Saturday, March 28, 2020 10:31 AM
To: john.smith@dullestech.com
Subject: WebGrants - Dulles Technology - Approved Registration

**** Do Not Respond to This Email ****

Dear John Smith,

Your new registration with WebGrants - Dulles Technology has been Approved.

Your user id is below:
User id: jsmith1

Your temporary password will be sent in a separate email.

You may now log into the WebGrants system at the following location:
<http://www.dullestech.com/>

From: send.mail@dullestech.com <send.mail@dullestech.com>
Sent: Saturday, March 28, 2020 10:31 AM
To: john.smith@dullestech.com
Subject: WebGrants - Dulles Technology - Approved Registration

**** Do Not Respond to This Email ****

Dear John Smith,

Your registration has been Approved. Your password is below:
Password: bybdick

You should have received a separate email message with your User ID.

After you login for the first time, please reset your password by selecting "My Profile" then "Reset Password"

You may now log into the WebGrants system at the following location:
<http://www.dullestech.com/>

6. Once both emails are received, you may log into the DEQ Grants system.

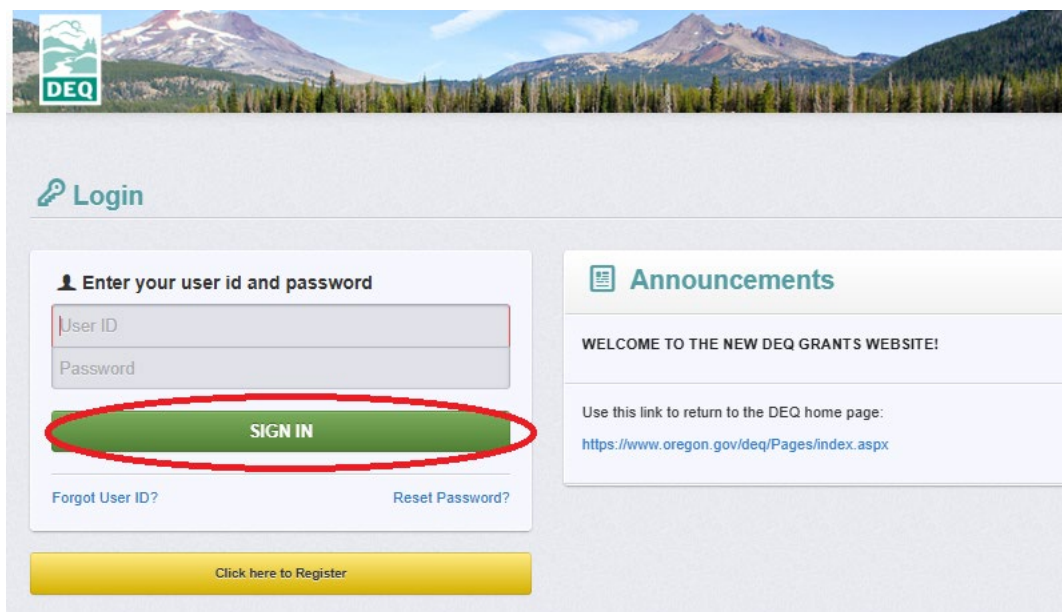
Filling out an application

Notes before you start your application: Use the DEQ Grants menu – not the browser menu. DEQ Grants is compatible with many different browsers; please feel free to use the browser of your choice. Read the instructions on the screen for navigating in the system.

Enter the URL for DEQ Grants: <https://deqgrants.oregon.gov/index.do>

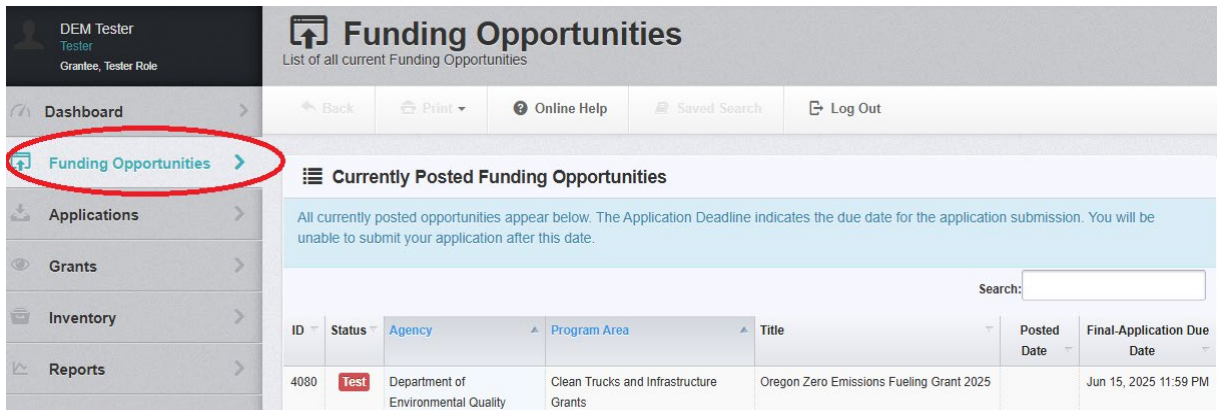
1. On the **Login Page**, click on **User ID** on the left side of your page
 - a. Enter your **User ID**
 - b. Enter your **Password**
 - c. Click **Sign In**

Figure 10:

The image is a screenshot of the DEQ Grants website's login page. At the top, there is a banner image of a mountain range with a small DEQ logo on the left. Below the banner, the page has a light gray background. On the left side, there is a 'Login' section with a key icon. It contains a form with two input fields: 'User ID' and 'Password'. Below these fields is a large green button labeled 'SIGN IN', which is circled in red. Underneath the 'SIGN IN' button are two links: 'Forgot User ID?' and 'Reset Password?'. At the bottom of the login section is a yellow button labeled 'Click here to Register'. On the right side of the page, there is an 'Announcements' section with a document icon. It contains the text 'WELCOME TO THE NEW DEQ GRANTS WEBSITE!' and a link to return to the DEQ home page: 'https://www.oregon.gov/deq/Pages/index.aspx'.

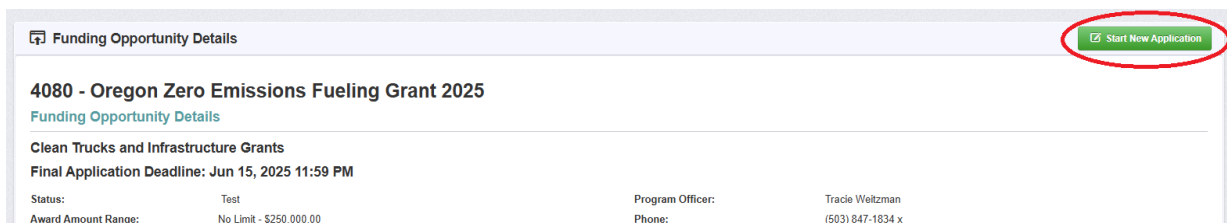
2. From the side menu, click **Funding Opportunities**

Figure 11:



3. Select the Opportunity Title for which you are applying. Applications for OZEF Infrastructure Grants are titled "*Oregon Zero Emissions Fueling Grant 2025*". Read the Funding Opportunity Details to ensure eligibility requirements. Click **Start New Application**

Figure 12:



NOTE: At any time, you may click Ask a Question to submit a question into the system. You will receive an email alert from the DEQ Grants system when the DEQ program administer provides a response.

General Information page

1. Complete **Step 1** in the **Application Creation Wizard**, then click **Save Form Information**

Figure 13:

Application Creation Wizard - Step: 1

- The Application creation process is a short wizard.
- Step 1: Enter your Application title and select your Primary Contact. Click 'Save Form Information' to show the next field.
- Step 2: Select the Organization for which you will be submitting this Application. Click 'Save Form Information' to show the next field.
- Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application. Click 'Save Form Information' to show the next field.

Application - General Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title*: Woodburn Transportation and Logistics LLC - Electrification Project

Primary Contact*: DEM Tester

Organization*:

Additional Contacts*:

2. Choose your **Organization** from the drop-down in **Step 2** of the **Application Creation Wizard**. Then click **Save Form Information**. If you would like to add any **Additional Applicants** from your Organization, you can add them in **Step 3** of the **Application Creation Wizard**. Click **Save Form Information**.

Figure 14:

Application - General Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 4099

Program Area: Clean Trucks and Infrastructure Grants

Funding Opportunity: 4080-Oregon Zero Emissions Fueling Grant 2025

Application Stage: Final Application

Application Status: Editing

Application Title*: Woodburn Transportation and Logistics LLC - Electrification Project

Primary Contact*: DEM Tester

Organization*: DEQ Test Org

Select any additional contacts within your organization that will also manage this grant. Include all contacts that will need access to claims and status reports if this project is awarded.

Additional Contacts: Additional Applicant

Note: The system creates and assigns the application number (#) after you click Save. **DO NOT CLICK ON START A NEW APPLICATION** if you log out of the system at this point or any future point. You can click **Applications** from the side menu or click **Funding Opportunities** to see your application in the top section.

Completing an application

1. Once you have completed the **General Information**, you will be returned to the **Application Details**

Figure 15:

4099 - Woodburn Transportation and Logistics LLC - Electrification Project

Status: **Editing**

Stage: Final Application

Application Due Date: Jun 15, 2025 11:59 PM

Program Area: Clean Trucks and Infrastructure Grants

Funding Opportunity: 4080-Oregon Zero Emissions Fueling Grant 2025

Organization: DEQ Test Org

Requested Total:

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Help" button in the toolbar at the top of the screen for a description of this section and all available actions.

Application Preview Attachments Alert History Map

Application Details [Preview Application](#) [Withdraw](#)

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Mar 27, 2025 8:53 AM - DEM Tester
Applicant Information	✓	May 13, 2025 4:19 PM - DEM Tester
Fleet Information	✓	May 14, 2025 11:19 AM - DEM Tester
Project Information	✓	Mar 27, 2025 9:28 AM - DEM Tester
Costs & Partnerships		May 14, 2025 11:21 AM - DEM Tester

Note: The **Application Details** page will show a message in pink instructing you to complete all the forms or the application cannot be submitted.

2. The system will show a complete listing of all application forms that are to be completed by the applicant to apply for funding in the DEQ Grants System. Click on the next form listed underneath the **General Information** which you just completed.
3. Continue to click on each form in the **Application Details** listing.

Navigating in the DEQ Grants system

Most forms are editable by clicking **Edit** at the top part of the section of the form. However, multi-list sections are editable by clicking **Add** on the section. If you are completing a multi-list section, you can create as many rows as needed to complete the section. If you want to delete a row, you will click on the row and click **Delete**.

All information must be saved by clicking **Save** on the forms. If you do not click **Save** and you back out of the form or section of the form, your information will be lost.

Reminder: If you log out of the system at this point or any future point: **DO NOT CLICK ON START A NEW APPLICATION.**

1. You can click on **Applications** from the side menu or
2. Click on **Funding Opportunities** and you will see your application in the top section.
3. Once you have completed the entire application and marked all forms complete, your application is ready to submit! You will notice that your header has turned **green**.

Figure 16:

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Help" button in the toolbar at the top of the screen for a description of this section and all available actions.

Application Preview Attachments Alert History Map

Application Details [Preview Application](#) [Submit Application](#) [Withdraw](#)

• Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Mar 27, 2025 8:53 AM - DEM Tester
Applicant Information	✓	May 13, 2025 4:19 PM - DEM Tester
Fleet Information	✓	May 14, 2025 11:19 AM - DEM Tester
Project Information	✓	Mar 27, 2025 9:28 AM - DEM Tester
Costs & Partnerships	✓	May 19, 2025 1:38 PM - DEM Tester

Submitting the completed application

1. Click **Submit Application**. You will receive a pop-up confirmation informing you that once you click **Submit** the system will no longer let you edit the application.

Figure 17:

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Help" button in the toolbar at the top of the screen for a description of this section and all available actions.

Application Preview Attachments Alert History Map

Application Details [Preview Application](#) [Submit Application](#) [Withdraw](#)

• Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Mar 27, 2025 8:53 AM - DEM Tester
Applicant Information	✓	May 13, 2025 4:19 PM - DEM Tester
Fleet Information	✓	May 14, 2025 11:19 AM - DEM Tester
Project Information	✓	Mar 27, 2025 9:28 AM - DEM Tester
Costs & Partnerships	✓	May 19, 2025 1:38 PM - DEM Tester

Figure 18:

Please confirm X

Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.

Cancel Submit

2. If ready, click **Submit**. The system will take you back to your Current Applications listing and will show you your submitted application.

Printing the submitted application

1. Click on your application in **Submitted** status.
2. Click **Print** on your top menu and select **Send to Printer**.
3. When finished, click **Log Out**.

Obtaining a unique entity ID number with the system for award management

If you are already registered with the System for Award Management, you will be able to input your existing Unique Entity Identification (UEID) number into DEQ's grant application process.

If you are not registered with the Federal System for Award Management, you will need to follow the instructions for [Getting Started with Registration](#).

This step is required for new and returning grant applicants (required for new applicants and returning applicants need to ensure their entity is still active on the sam.gov website).

This step is required for new and returning grant applicants. DEQ uses this information to verify the contact information and grant history of all OZEF, DEM, DERA, and Clean Trucks grant applicants. Please ensure that your registration status is set to be publicly viewable to allow DEQ to confirm this information.

Application review process and criteria

DEQ staff will review application materials and evaluate proposed projects relative to the following criteria. DEQ will respond to applicants approximately 60 days after the grant closure deadline.

Award criteria include the following categories (up to a total of 60 points):

Fleet electrification planning:

- Fleet electrification plan (up to 10 points):
 - Application includes a detailed project description, the fleet to be supported (if applicable), fueling system (DCFCs, Level 2), number of chargers, lot availability, and contractors or third-party vendors responsible for the project materials and labor.

- Application includes a well-conceived strategy with appropriate roles and responsibilities to achieve proposed project results.
- Application sets forth a reasonable timeline and execution schedule to complete all tasks and achieve all goals and objectives by project's end.
- Fleet information – vehicles (1 point):
 - Application indicates ownership of at least one MHD (Class 3 to 8) vehicle, or plan to own, related to the project.
- Fleet information – chargers (up to 5 points):
 - Application indicates at least one DC Fast Charger planned for the project.

Project information:

- COBID Certified business (5 points):
 - Applicant is a disadvantaged, minority, women or emerging small business or service-disabled veteran-owned business as certified by the [State of Oregon Certification Office for Business Inclusion & Diversity](#).
- Local fleet/regional routes (1 point):
 - Application fueling location is where the medium- and/or heavy-duty zero-emission vehicle returns to same fueling location every day.
- Contractor bid (1 point):
 - Applicant includes estimates and bids from contractors, EVITP-certified if necessary.
- EPRI Verified Product List (1 point):
 - Applicant identifies appropriate charging equipment on an [EPRI Vetted Product List](#).
- Utility coordination (up to 3 points):
 - Applicants have gotten approval from their utility service provider that the electrical demands of the project can be met. Applicants have either completed a high-level feasibility study analysis and/or determined if the project needs an additional site impact study.
- Install readiness (up to 4 points):
 - Evidence the applicant has undergone all necessary site prep work, such as site-planning, engineering studies, utility studies, and has received the necessary approvals to achieve the project.
- Project location (up to 5 points):
 - Project will reduce emissions in a location with elevated diesel emissions and benefit areas disproportionately affected by poor air quality. Project location will be evaluated using DEQ's Diesel Pollution Priority Area tool.

Cost information:

- Cost estimates for each charging unit (up to 5 points):
 - Clear list of the charging units and associated costs for each unit and unit type.
- Cost estimates for installation of charging infrastructure (up to 5 points):
 - Clear list of the estimated costs for installation of fueling equipment. The estimate should be supported by clear, itemized documentation.

Timelines and Permitting:

- City/Local intergovernmental planning review (up to 3 points):
 - Applicant provides documentation and/or correspondence with clear details on what planning review has taken place or the timeline for a future review to be completed. Correspondence documenting a decline to review is acceptable if the site and/or upgrades are outside the scope of a planning review.
- Project timeline (up to 5 points):
 - Application sets forth a reasonable time schedule for the execution of the tasks associated with the project and for achieving the project goals and objectives by project end.
- Project completion date (1 point):
 - Project will be completed by December 2027.

Matching Funds:

- Additional non-federal match amount (up to 5 points):
 - Projects are awarded one half a point for each percentage of matching funds provided over 20%. Additional federal funding is not included in matching fund calculations.

OZEF grant award process

Successful applications

Successful applicants will receive notification from DEQ approximately 60 days after the grant application deadline. Once award decisions are made, DEQ will develop grant agreements specific to each project and awardee. During this time DEQ staff will work with project partners to ensure all required documentation is prepared in advance of signing grant agreements and beginning work on the project.

Unsuccessful applications

Unsuccessful applicants will receive notification from DEQ approximately 60 days after the grant application deadline. If your project was not awarded funding, you can request a debrief of the process DEQ used to evaluate the application and provide an application score. This score will provide an opportunity to understand strengths and weaknesses of a specific application. DEQ encourages unsuccessful applicants to reapply in future grant cycles if the project remains eligible for funding.

You may email dieselgrants@deq.oregon.gov with questions regarding this process.

OZEF grant administration

Grant requirements

After both Oregon DEQ and the designated representative for the grant awardee sign the grant agreement, DEQ Procurement will email an official Notice to Proceed for work on the project to begin. **Expenses incurred at a date prior to the official Notice to Proceed are not eligible for reimbursement.** After the Notice to Proceed has been delivered, DEQ will send an onboarding email to the grant recipient and all required forms and other proof of project completion items needed. The forms will include Exhibits with payment reimbursement, quarterly report, and final report information.

Once the project has been completed and final report closeout documentation submitted, DEQ will schedule a yearly report for the following 3 years to verify the total kilowatts (kWh) used for each piece of equipment purchased under the grant agreement.

The grant agreement will also include an Exhibit with a Project Costs Table, which lists the equipment and installation costs for the project. This document will be based on the equipment and installation information submitted by the grant recipient and will also describe “not-to-exceed” amounts and grant recipient match amounts.

Payment reimbursement requests

An Exhibit with the payment reimbursement form is provided in the grant agreement and includes the recipient’s organization name, recipient grant administrator, amount of grant award and a place to include the total amount of the request, match amount, and a signature. Complete reimbursement requests include the signed reimbursement form, relevant invoices, and related proof of payment documentation. Once reimbursement documentation is submitted and reviewed by the DEQ grant administrator, DEQ Accounting can take up to three weeks to process reimbursements. A partial reimbursement can be requested once, to cover completed a completed expense midway through the project. Awardees are not eligible to request advance payments.

Proof of payment documentation

Grantee submits copies of checks or bank/ACH statements used to pay for their project and copies of the paid invoices for the new equipment.

Proof of financing documentation

To issue a reimbursement request for financed equipment, there must be an invoice of each purchase, copy of down payment checks, and the financing documentation for the equipment.

Grant amendments

If there have been delays in completing an awarded project, changes in equipment types or costs, DEQ can help by requesting an amendment to the original grant agreement if notified at least 30 days in advance of project completion date. Grant amendments can take up to three months to process, so as much advance notice as possible is requested.

Grant reporting

Quarterly reports

Quarterly project status reports are due Jan. 10, April 10, July 10, and Oct. 10 of each year during the project period. For each due date, please fill out the **OZEF Grant Quarterly Report Form** and email to dieselgrants@deq.oregon.gov.

These status reports must include the progress made towards the project goals, including a description of the equipment and installation, and lessons learned from the project to date and the planned activities for the next quarter. DEQ's grant administrator also always loves to see in-progress project photos!

Final report

Grantees must complete a final project status report that is due at the project completion date.

The project's final report must include summary information on technical progress (outputs and outcomes), the successes and lessons learned from the project to date, and any additional comments to provide input on the project process. Photos of completed projects are also required.

Annual and biannual reports

DEQ requires reporting on total biannual electricity distribution per port (kWh) usage statistics once installation is complete, as well as zip code or census tract locations of chargers installed, and date of installation. Annual reports are required to confirm continued ownership and operation of the charging equipment. Both biannual and annual reports are required each year

for three years following completion of the grant agreement, with due dates to be determined. Submit annual reports to dieselgrants@deq.oregon.gov

Metrics required for reporting to the DEQ may also include the number of charging units at the site, number of plugs/ports, maximum output power (kW), generation capacity of system, and unit serial numbers.

Technical Assistance Funding

Grant funding may be available to provide technical assistance for a project in support of disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses owned by service-disabled veterans and emerging small business applicants, as certified by the State of Oregon Certification Office for Business Inclusion and Diversity (COBID), based on a request and a statement of need. However, such an award will not exceed 15% of total maximum reimbursement amount available for project costs and may be less, at DEQ's discretion, subject to overall program administrative expenditure limits.

For eligible businesses that would like to register for [Oregon's COBID program](#), please follow the steps on the web page.

In addition to potential funding for specific businesses, DEQ will also provide all applicants with technical assistance based on the volume of requests and amount of staff time available. DEQ staff will be able to provide support and answer questions about pre-application work, application submittal, grant administration, grant closeout activities and tracking program requirements. This user guide is designed to provide all the information applicants need to participate in DEQ's Oregon Zero Emission Fueling infrastructure grant program. Please send additional questions to dieselgrants@deq.oregon.gov.