

Grant Application Support Scope and Terms

ChargePoint's Grant Development Team ("Grant Development Team") assists customers seeking to apply for grant funding for their EV charging projects. Grant opportunities are available through grant applications such as RFPs, RFAs and RFQs issued by federal and state agencies, primarily through State Departments of Transportation and State Energy Offices.

To apply for a grant opportunity, the customer must first have an eligible site or project where the EV chargers will be installed. The Grant Development Team will then provide a suite of tools (e.g. program summaries, checklists, and proposal template), for the customer to review, fill out, and return, which will provide the information necessary for the Grant Development Team to assist the customer in developing the grant application. Requested information may include, without limitation, a description of the business structure, key staff that will be involved in the project, resumes, background and experience completing similar projects, project budgets and financial information, and other information specific to the grant opportunity. Timely responses and cooperation will be required from the customer to ensure that a complete and thorough grant application can be submitted on time. While a submission of a grant application in no manner guarantees success that the grant funding will be secured, the Grant Development Team will work with and advise the customer on ways to increase the probability of success based on the scoring criteria of the applicable grant application.

The table below describes the activities and expected deliverables (collectively the "Deliverables") during the grant application development process. ChargePoint shall be free to provide material similar to the Deliverables to third parties whose needs may be similar to customer's requirements. Each party's use of the Deliverables shall be in compliance with its confidentiality obligations to the other party. The time to complete the grant application development process will vary depending on the complexity of the grant opportunity and how many unique locations or projects are submitted. The Grant Application Support service is subject to the ChargePoint Deployment and Consulting Services Terms and Conditions, as amended from time to time by ChargePoint, found at <https://www.chargepoint.com/legal/deployment-consulting-services>.

Critical Tasks and Activities, Deliverables and Completion Timeframe of Services		
Task		Deliverables
1	Review and Process RFP	Once the grant application (i.e. RFP, RFA, RFQ) opens, the Grant Development Team will complete a review of the grant application guidelines and associated attachments. The Grant Development Team will summarize the applicable grant application's eligibility and requirements, via a PowerPoint and/or one-page summary, and may make, at customer's request, such documentation available to customer.
2	Q&A	At the customer's request, the Grant Development Team will compile and submit questions to the grant agency to clarify questions and/or comments from the grant application.

3	Checklist	If not provided by the applicable grant application, the Grant Development Team will create a checklist to track the various items needed to submit a grant response to the grant agency.
4	Customer Intake Form	The Grant Development Team will provide a list of information that the customer will need to provide to complete the grant application. A separate list may need to be filled out for each unique site the customer is applying for.
5	Budget	The Grant Development Team will provide a budget template to assist with the calculation of the budget projection to the level of specificity required for the grant application. Inputs may be required from the customer for design, engineering, and construction costs. For avoidance of doubt, ChargePoint offers a service separate from the Grant Application Support service (i.e. Site Preparation Plan) that collects and consolidates all the required site information for the budget projection step.
6	Letter of Commitment	The Grant Development Team will provide customer with a letter template that will be customized to the requirements of the grant application. This letter template will require the customer to provide the required customer's cost share for the project to move forward with the project if the applicable grant funding is awarded to the customer. Customer will submit to the grant agency the letter template on the customer's letterhead and have it signed by an authorized representative of the customer.
7	Draft Proposal	The Grant Development Team will develop a draft proposal based on inputs from the Customer Intake Form and other information gathered from the customer.
8	Draft Proposal Review	The Grant Development Team will send a draft proposal of the grant application to the customer for review and comment. Customer's authorized representative signature may also be required on various forms or letters at this step as well.
9	Final Proposal Review	The Grant Development Team and customer will work together to undertake a final review of the grant application before assembling and preparing the grant application for submission.
10	Proposal Submission	The grant application is submitted to the grant agency. Subject to customer's request and approval, the Grant Development Team may submit the application on behalf of the customer. However, some programs required the customer submit it themselves, via email or an online portal. For those programs, the Grant Development Team will provide advice on the submission process.

Additional Terms and Conditions of Grant Application Support

1. Grant Application Support requires that the customer install and use ChargePoint-provided hardware and cloud services for the applicable grant application if the customer is awarded grant funding for such application.
2. Customer may not use the grant application, as prepared in connection with Grant Application Support, and sites contained therein for any other grant opportunity without prior written approval from ChargePoint.

3. Customer must complete all required steps identified in the checklist, as referenced in step 3 in the above table, including without limitation:
 - a. Registering for any online portals required to submit grant application.
 - b. Providing their Federal Tax ID Number and documentation showing they are registered to do business in the particular state.
 - c. Providing their SAM.gov entity registration number.
 - d. Other items identified for each unique grant opportunity.
4. Customer must completely fill out the customer intake form, as referenced in step 4 in the above table, at least four (4) weeks prior to grant application deadline.
5. Customer must complete their draft proposal review, as referenced in step 8 in the above table, at least 1 week prior to grant application deadline. Customer's draft proposal review will include, without limitation, providing the Grant Development Team any comments and/or edits to the grant application and providing all necessary signed forms, including, without limitation, a Commitment Letter, as required by the applicable grant application.
6. The Grant Development Team will provide the customer with the final proposal, as referenced in step 9 in the above table, no later than 48 hours prior to grant application due date., As between the parties, the customer will be solely responsible for the submission of the grant application. ChargePoint will not be responsible in any manner for the customer missing the grant application deadline and/or technical issues related to the grant application submission.
7. Once the grant application is submitted, the customer will be solely responsible for communicating with the grant agency, including, without limitation, responding to any clarifying questions and/or providing requested supplemental information.
8. If the customer is selected for the grant award, the customer is solely responsible for any grant award agreement negotiations and contract execution.