

EXHIBIT C

SCOPE OF WORK AND DELIVERABLES

The scope of work below identifies the phases, tasks, schedule, and deliverables required of the Grantee prior to submitting a request for reimbursement. ODOT reserves the right to amend the Scope of Work and Deliverables prior to execution of the Grant Agreement.

PHASE ONE: PRELIMINARY ENGINEERING			
During Phase One, the Grantee shall complete the following tasks and furnish the following deliverables			
Due Date		Phase one activities and deliverables shall be completed within 180 days after the Agreement Effective Date. All Phase one deliverables shall be provided to ODOT and approved before beginning work on Phase Two.	
Task Review and Approval		ODOT will review the documentation to confirm that the activities and deliverables are completed and align with the requirements of the Agreement. If required, and at ODOT's request, the Grantee shall remedy or amend the deliverables. After confirmation of the successful completion of Phase One, ODOT will issue a Notice to Proceed to Phase Two.	
Task Number	Task Name	Task Description	Deliverable
1.1	Kick Off Meeting	Grantee shall attend an initial Project kick-off meeting hosted by ODOT after execution of the Agreement and before starting preliminary engineering and the NEPA approval process.	N/A
1.2	NEPA	Grantee shall supply ODOT with all Project site information necessary to complete appropriate resource agency coordination, NEPA document preparation and commitments, and achieve NEPA approval.	A. All documents necessary to complete the NEPA process and in Grantee's possession
1.3	Project Schedule	Grantee shall provide a comprehensive Project	A. Project Schedule

		Schedule that addresses each Phase and Task Number outlined in this document and includes all project Phases and Tasks, key milestones and required reviews. The Project Schedule shall include the timeframes and dates to meet all Phases, Task Numbers, and requirements of the Agreement, including reporting deadlines. The Project Schedule can only be modified with written approval from ODOT.	
1.4	Final Site Plan	Grantee shall develop and provide a final Site Plan that reflects the Grantee's response to the Notice of Funding Opportunity and is consistent with the final Site Host Agreement.	A. Final Site Plan
1.5	Contracting Documents	Grantee shall provide copies of all contracts, subcontracts, and agreements between Grantee and third parties, which must contain all applicable provisions as outlined in the Agreement. Copies shall be provided to ODOT within 30 days of execution of said contracts, subcontracts, and agreements.	A. Copies of contracts, subcontracts, and agreements with third parties.
1.6	Utility Coordination	Grantee shall work with the local utility to finalize any required utility work to provide electrical service for the Project. Grantee shall provide the final plans for utility work and a signed	A. Final Utility Work Plans

		agreement with the utility to provide the required utility work, which may be required to comply with federal requirements including, but not limited to, NEPA and the Build America, Buy America Act. The final plans for utility work shall include the make ready work required to provide electrical service to the Project.	
1.7	Quarterly Progress Reports	<p>Grantee shall submit quarterly progress reports during Phases One and Two that provide a summary of the grant activities and progress. This will include progress reports on topics including, but not limited to, Project Schedule, Project operations, Project budget, personnel, and contractual services. The report should be in PDF format and submitted to the ORNEVI@odot.oregon.gov inbox. The quarterly progress report shall be submitted by the following dates for the three months prior to the report:</p> <ul style="list-style-type: none"> • January 20th • April 20th • July 20th • October 20th 	A. Quarterly Progress Report
1.8	Reimbursement Request	At the conclusion of Phase One, the Grantee shall submit a	A. Reimbursement Request Form (Exhibit I)

		<p>reimbursement request to ODOT. Grantee shall provide invoices and proof of payment for actual costs incurred, proof compliance with Davis-Bacon, Oregon Prevailing Wage Rate Report(s), and any additional documentation requested and deemed necessary by ODOT. In addition, the Grantee shall submit a signed letter which certifies that the grantee has completed all Tasks associated with Phase One and requesting permission to advance to Phase Two.</p>	<p>B. Davis-Bacon Compliance Form WH-347</p> <p>C. OR Prevailing Wage Rate Report WH-38F (as applicable)</p> <p>D. BOLI Certified Payroll Report for Labor Contractors Form WH-141</p> <p>E. Proof of Payment for Actual Costs Incurred</p>
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PHASE TWO: CONSTRUCTION AND COMMISSIONING			
During Phase Two, the Grantee shall complete the following tasks and furnish the following deliverables			
Due Date		Phase Two activities and deliverables shall be completed by the dates detailed in the Project Schedule. All Phase Two deliverables shall be provided to ODOT and approved before beginning work on Phase Three.	
Task Review and Approval		ODOT will review the documentation to confirm that the activities and deliverables are completed and align with the requirements of the Agreement. If required, and at ODOT's request, the Grantee shall remedy or amend the deliverables. After confirmation of the successful completion of Phase Two, ODOT will issue a Notice to Proceed to Phase Three.	
Task Number	Task Name	Task Description	Deliverable
2.1	Permitting	Grantee shall attain the required federal, state, and local permits in alignment with the dates specified in the Project Schedule. Grantee shall include floodplain permitting, if required. Grantee shall provide copies of all approved permits.	A. Copies of All Approved Permits
2.2	Purchase and Installation of EVSE	Grantee shall obtain and install the EVSE, as specified in the Grantee's Final Site Plan and construction drawings. The EVSE shall meet the requirements of this Agreement. Grantee shall notify ODOT upon final installation of the EVSE.	A. Notification of start of installation B. Notification of completion of installation
2.3	EVSE Commissioning Report	At time of Commissioning, Grantee shall submit an	A. EVSE Commissioning Report

		<p>EVSE commissioning report that includes the following information:</p> <ul style="list-style-type: none"> • The Site Address • Final utility letter or proof of energization from the utility • Make, model, and serial numbers of installed EVSE • Power level (kW) and connector types • Verification of connectivity to network provider • Proof of successful test charging sessions • Date commissioning was completed • Qualified workforce training documentation as required by 23 CFR 680.106(j) • Photos of installed and powered-on EVSE 	
2.4	Site Inspection	<p>ODOT reserves the right to conduct an on-site inspection of the EVSE following completion of the commissioning phase within 30 days of commissioning. This inspection may occur at</p>	A. N/A

		<p>ODOT's sole discretion and is intended to verify that the installed equipment is fully operational, accessible to users as specified in the grant agreement, and consistent with the EVSE Commissioning Report.</p>	
2.5	Reimbursement Request	<p>At the conclusion of Phase Two, Grantee shall send ODOT a Reimbursement Request for all eligible reimbursements per the Agreement. Grantee shall provide all requested supporting documentation including, but not limited to, invoices and proof of payment for reimbursement of costs already paid; actual costs incurred; Build America, Buy America certifications; proof of compliance with Davis-Bacon Act; completed wage rate reports; and copies of Certified Transcript of Labor Payroll. Grantee shall submit the reimbursement invoices in a format, method, and timeline to be specified by ODOT.</p>	<p>A. Reimbursement Request Form (Exhibit I)</p> <p>B. Davis-Bacon Compliance Form WH-347</p> <p>C. OR Prevailing Wage Rate Report WH-38F (as applicable)</p> <p>D. BOLI Certified Payroll Report for Labor Contractors Form WH-141</p> <p>E. Build America, Buy America Certification Form</p> <p>F. Proof of Payment for Actual Costs Incurred</p>

PHASE THREE: OPERATIONS AND MAINTENANCE			
During Phase Three the Grantee shall complete the following tasks and furnish the following deliverables			
Due Date		All operations and maintenance work (O&M), corresponding activities, and deliverables must be completed and provided to ODOT by the end of each year of O&M, per the Project Schedule.	
Task Review and Approval		ODOT will review the documentation to confirm that the activities and deliverables are completed and align with the requirements of the Agreement. If required, and at ODOT's request, the Grantee shall remedy or amend the deliverables.	
Task Number	Task Name	Task Description	Deliverable
3.1	Operations and Maintenance	From the date of the Notice to Proceed to Phase three, the Grantee shall operate and maintain the Project for 5 years, in accordance with the terms of the Agreement.	A. N/A
3.2	One-Time, Annual, and Quarterly Data Submittals	The Grantee shall provide the one-time, annual, and quarterly data required under 23 CFR 680.112. The report shall be submitted directly to EV-ChART by the Grantee. If EV-ChART is unavailable, ODOT reserves the right to amend the data submission process as necessary to ensure compliance with 23 CFR 680.112.	A. Data Reporting
3.3	Annual Operation and Maintenance Reimbursement Request(s)	Reimbursement requests for Operation and Maintenance will be made annually, no later than [hold for date], over the five-year period of the Agreement. Each annual reimbursement will be equal to one-fifth (1/5) of the total	A. Reimbursement Request Form (Exhibit I) B. Davis-Bacon Compliance Form WH-347 C. OR Prevailing Wage Rate

		<p>operations and maintenance amount identified by the Grantee in Attachment 3 to the NOFO, Exhibit D to this Agreement, after accounting for the required match.</p> <p>Annual operations and maintenance payments are contingent upon compliance with the uptime requirements in 23 CFR 680.116 and will be subject to a penalty based on the number of ports that fail to meet the 97% average annual uptime threshold in the prior calendar year. 10% of the annual O&M reimbursement amount will be withheld for each non-compliant port, up to a maximum of 40%, according to the following schedule:</p> <ul style="list-style-type: none"> • 1 port fails to meet the 97% uptime requirement: 10% • 2 ports fail to meet the 97% uptime requirement: 20% • 3 ports fail to meet the 97% uptime requirement: 30% • 4 ports fail to meet the 97% uptime requirement: 40% <p>ODOT reserves the right to request documentation of uptime data and to withhold or adjust payments if sufficient performance data is not submitted in compliance with the requirements outlined in 23 CFR 680.112.</p>	<p>Report WH-38F (as applicable)</p> <p>D. BOLI Certified Payroll Report for Labor Contractors Form WH-141</p> <p>E. Build America, Buy America Certification Form</p> <p>F. Proof of Payment for Actual Costs Incurred</p>
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PHASE FOUR: PROJECT CLOSE OUT	
Due Date	Grantee shall submit the final requests for annual reimbursement no later than 90 days from the completion date.
Task Review and Approval	The Project will be closed out upon completion of the 5 th year of O&M. ODOT will review the documentation to confirm that the activities and deliverables are completed and align with the requirements of the Agreement. If required, and at ODOT's request, the Grantee shall remedy or amend the deliverables.
Deliverables	Grantee shall submit all remaining performance, financial, and other reports to ODOT that are required by the Agreement.