

Alaska NEVI RFA, Attachment 7 – Grantee Responsibilities & General Requirements

1. OWNERSHIP OF PROJECT EQUIPMENT

Upon completion of construction and installation acceptance by Alaska Energy Authority (AEA) of fully operational EVSE, the Grantee is responsible for providing maintenance, including power and data service, of the EVSE for the five-year reporting period as required by the NEVI program. Proposers shall supply a separate and distinct meter or sub-meter for the EVSE system.

The Grantee shall be required to maintain the EVSE at the Site for a period of at least five (5) years from the date of AEA installation acceptance.

If the Grantee decides to retain and operate the equipment following the expiration of the five-year period, the Grantee will be responsible for management of, receipt and disbursement of fees charged.

2. PROPOSED MODIFICATIONS TO SYSTEM SPECIFICATIONS

Attachment 8 to this RFA includes EVSE Specifications that are compliant with the Program. Should the Grantee seek to use EVSE that deviate, the Grantee shall submit a request for deviation from the requirements to AEA for review. AEA will review the request, evaluate compliance with Program requirements, and approve or reject the proposed modifications.

3. TESTING REQUIREMENTS

The Grantee shall be responsible for conducting both standard factory testing and post-installation system testing for each charging unit to verify functionality and access and/or integration into the AEA or other prescribed data sharing system. Factory test results shall be provided for each unit as verified by the Grantee's quality assurance or test manager. Similar test results for the installed system shall be provided with the test manager's approval.

AEA will also test the EVSE and any data sharing connections (AEA systems and/or Grantee provided portal). For data sharing, AEA will participate in the testing through verification of receipt of the specified data. For the charging unit, AEA will be responsible for compliance and commissioning oversight.

4. PROJECT MAINTENANCE

The Grantee shall be responsible for the maintenance of the Site pursuant to the grant agreement. The Grantee shall provide for the maintenance of the Site and EVSE upon Notice to Proceed. The Grantee shall provide EVSE maintenance for at least five (5) years, beginning from the commissioning date. This includes the maintenance of EVSE and associated Site maintenance and

improvements to allow for continued operation and functionality. Other than the allowable downtime for maintenance and repairs in accordance with the grant agreement, the Grantee shall maintain public access to the Site for 24 hours per day with a minimum of 97% uptime for at least five (5) years from the commissioning date.

5. CUSTOMER SERVICE PHONE LINE

The Grantee shall establish and maintain a customer service phone line that is available 24 hours per day, 7 days a week. The Grantee shall use the customer service phone line to provide support and responses to inquiries and comments from EVSE users who are using or attempting to use the EVSE charging equipment. The Grantee shall develop key performance indicators (KPI) and monitor the KPI to ensure quality performance.

6. DATA SHARING/INTEROPERABILITY REQUIREMENTS

The National Electric Vehicle Infrastructure Standards and Requirements requires Alaska and other states to provide quarterly, annual, and one-time data submittals for evaluation at the national level. As such, AEA has identified a minimum set of data based on AEA's identified needs and the language in the National Electric Vehicle Standards and Requirements. The Grantee shall provide the data elements in accordance with the specified frequency and grouping as described in this Section 6 of Attachment 8.

6.1. General Requirements

The following general data sharing requirements shall apply for all data elements requested below unless otherwise stated:

- The Grantee shall transmit data to AEA via an agreed upon secure communication mechanism.
- The Grantee shall de-identify the data to remove personally identifiable information (PII) and payment card industry (PCI) data to minimize privacy risks.
- The Grantee shall provide the data in a machine-readable format for intake by AEA. Acceptable formats include .JSON, .XML or similar format with AEA approval.
- The Grantee shall implement an application programming interface (API), available free of charge to AEA, federal partners, and third-party software developers. Access to the API for federal partners and third-party software developers may be requested to be given to the parties directly. It also shall be made directly available to AEA. AEA may make elements listed in the below categories.

6.2. Quarterly Data Requirements

To be compliant with the expected reporting requirements of the National Electric Vehicle Standards and Requirements, the Grantee shall provide a quarterly report in a form to be approved by AEA that includes the following:

- EV charging station identifier
- Charging port identifier
- Charging session start time/ end time

- Charging session error codes
- Energy (kWh) dispensed to EVs per session by port
- Peak session power (kW) by port
- Payment method associated with each charging session
- Charging station uptime for each of the past three months as calculated by the methodology contained in § 680.116(b)
- Duration of each outage
- Number of charging sessions per zip code for use by AEA in tracking Justice40 benefits.

6.3. Annual Data Requirements

Similar to the quarterly data reporting described in Section 6.3, the Grantee shall produce an annual report (as dictated by the National Electric Vehicle Standards and Requirements) which contains the following data:

- Maintenance and repair cost per charging station for the previous year
- Identification of and participation in any state or local business opportunity certification programs including but not limited to minority-owned businesses, Veteran-owned businesses, woman-owned businesses, and businesses owned by economically disadvantaged individuals

6.4. One-time Data Submittal Requirements

The grantee shall produce an annual report per the NEVI requirements that contains the following data:

- Name and address of the private entity(ies) involved in the operation and maintenance of the chargers
- Distributed energy resource installed capacity, in kW or kWh as appropriate, of asset by type (e.g., stationary battery, solar, etc.) per charging station.
- Charging station real property acquisition cost, charging equipment acquisition and installation cost, distributed energy resource acquisition and installation cost, and grid connection and upgrade cost on the utility side of the electric meter
- Aggregate grid connection and upgrade costs paid to the electric utility as part of the project, separated into:
 - Total distribution and system costs
 - Total service costs

6.5. Third-Party Data Sharing Requirements

Pursuant to the federal NEVI requirements, the following data fields, at a minimum, are to be made available, free of charge, to third-party software developers, via API:

- Charging station identifier
- Address of the property where the charging station is located
- Global positioning system (GPS) coordinates of exact charging station location

- Charging station operator name
- Charging network provider name
- Charging station status
- Charging station access information:
 - Charging station access type
 - Charging station access days/hours
- Charging port information:
 - Number of charging ports
 - Unique port identifier
 - Connector types per port
 - Charging level per port
 - Power delivery in kW per port
 - Accessibility by vehicle by trailer by port
 - Real-time status by port
- Pricing and payment information
 - Pricing structure
 - Real-time price to charge at each charging port
 - Payment methods accepted;

7. PRIVACY AND CYBERSECURITY

The Grantee shall be responsible for cybersecurity, including owning, operating, maintaining, and data sharing for the EVSE. After selection, the Grantee shall participate in a privacy impact assessment with AEA and DOT&PF. After contract execution, the Grantee shall share the following:

- how cybersecurity will be assessed throughout the contract term;
- results in cybersecurity testing;
- how system updates will affect end users; and
- proposed protocols of notifying AEA of any security breach.

The Grantee will develop a Data Interface Plan that incorporates this information and guidance on risk assessments for personnel involved with the charging network, including contractors and service providers. The Grantee shall submit the Data Interface Plan to AEA for approval.

The Grantee will comply with any local, state, or federal laws as they relate to cybersecurity and privacy.

8. EVSE USAGE DATA

The Grantee shall supply data once the EVSE are commissioned as required by NEVI Rules and the State of Alaska Electric Vehicle Infrastructure Implementation Plan. Data must be transferred or available using methods authorized under the grant agreement and as agreed upon between the contracted parties. The submitted data will be maintained in a secure manner and will not be used for any purposes other than those required to fulfill the requirements of the contract. The Grantee must also disclose the location of the data and security processes and systems governing it while under the control of the Grantee.

9. PERMITTING & THIRD-PARTY AGREEMENTS

The Grantee will be responsible for all permitting responsibilities and third-party agreements for the Site.

10. PROJECT DELIVERABLES

The Grantee shall provide the following project deliverables for review and approval by AEA and its Federal partners prior to the commencement of each project stage as specified below:

10.1. Stage 1: Prior to EVSE Construction and Delivery:

- Project Plan (including a schedule that outlines the timeline for all future deliverables)
- Site Assessment (including an Infrastructure Improvement Plan that reflects the description of modifications included in the Proposal)
- Plan Set Submission
 - A plan set addressing each site must be submitted to AEA and any permitting agencies for approval prior to installation. This plan set must be signed and sealed by a registered Professional Engineer in the State of Alaska.
 - The plan set is anticipated to be two sheets and include, at a minimum, the following:
 - Standard details for bollards (if applicable), signage, pavement marking stencils, trenching
 - Electrical distribution diagram
 - Site layout
 - Notes
 - Wiring detail
- Plan for providing site access to the Site (e.g., easement, lease, license, permit, etc.) to the Department for at least the duration of the EVSE operation.
- Safety Management Plan (including risks and mitigation strategies)
- Data Interface Plan
- Payment and Performance Bond associated with the Site

10.2. Stage 2: Prior to Start of Operational Testing Period:

- Test Plan
- Service Plan (including Standard Operating Procedures)
- Site Operator Training Plan – Describe training plan for the Site hosts or any others that may maintain and operate the equipment. List number of hours of training to be provided.

10.3. Reporting Throughout Project:

- The Grantee shall provide data (quarterly and annually) on the EVSE to ensure that the network meets FHWA standards of access, reliability, and convenience operational requirements.
- The Grantee shall immediately notify AEA of any downtime, system failures or other incidents related to charging electric vehicles.

- The Grantee shall provide a 24-hour call-in number for AEA and other stakeholders to contact in case of emergency.