

# IDOT NEVI Round 1 Application Submission Checklist

The purpose of this checklist is to assist the Applicant in ensuring that all required forms are completed, and attachments are enclosed in their application submission. This checklist serves as a reference and should not be included in the final application submission.

It is the Applicant’s responsibility to ensure that their application includes all requested materials. Failure to complete all required forms and to include the necessary attachments may lead to application rejection.

Applicants must submit their applications to [DOT.NEVIAApplication@illinois.gov](mailto:DOT.NEVIAApplication@illinois.gov) by no later than **5:00pm CT on May 7<sup>th</sup>, 2024**.

IDOT NEVI Round 1 Application Submission Checklist				
Application Documents		File Format	Supporting Documentation	Required
Form 1	Compliance Checklist	Excel	No	Yes
Form 2	Technical Application	Excel	No	Yes
Form 3	Detailed Cost Proposal	Excel	No	Yes
Form 4	Detailed Project Schedule	Excel	No	Yes
Form 5	Utility Form	Excel	No	Yes
Form 6	Letter from Site Host	PDF	No	Yes
GATA Form 1	GATA Uniform Budget Template	PDF	No	Yes
GATA Form 2	Uniform Grant Application	PDF	No	Yes
GATA Form 3	Conflict of Interest Disclosure	PDF	No	Yes
GATA Form 4	Programmatic Risk Assessment	PDF	No	Yes
GATA Form 5	IDOT Subrecipient Risk Assessment (Only required for Local Public Agencies)	PDF	No	Yes
Attachment A	Resumes of Key Personnel	PDF	Yes	Yes
Attachment B	Proof of Technical Licenses/Certifications Required Under 23 CFR 680	PDF	Yes	Yes
Attachment C	EVSE Equipment Certifications Required Under 23 CFR 680	PDF	Yes	Yes
Attachment D	Site Ownership Documentation	PDF	Yes	Yes
Attachment E	Site Schematic	PDF	Yes	Yes
Attachment F	Evidence for Future Proofing (Optional)	PDF	Yes	No
Attachment G	Community Letters of Support (Optional)	PDF	Yes	No

## Application Submission Instructions

1. Complete a separate application, including all required forms and attachments, for each eligible location. Submit each application via a separate email.
  - a. Note that GATA Form 4 Programmatic Risk Assessment only needs to be completed once per applicant.

- b. Additionally, GATA Form 5 IDOT Subrecipient Risk Assessment is only required for Local Public Agencies and needs to be completed once annually.
2. Review the contents of each application component to verify that the information is complete and accurate. Please refer to the Application Checklist table above to confirm the application is complete and includes all required forms and attachments.
3. Refer to the NOFO published on the Illinois Drive Electric [webpage](#) to identify the location ID for each application. Location IDs are listed in NOFO Section 4.3 Table 3.
4. Save your work using the following file naming convention for each form and attachment:
  - a. NEVI Round 1 Application\_[\[Prime Applicant Name\]](#)\_[\[Location ID\]](#)\_[\[Document Name\]](#)
  - b. Example: Sample Applicant\_08\_Form 1.xlsx
5. Note that all excel files must be submitted in .xlsx format.
6. Save all application forms and attachments in one ZIP file that is not password protected.
7. The size of the email submission cannot exceed 35 MB, including the message itself and all the attachments. Email submissions larger than 35 MB may not be received by IDOT.
8. Submit applications via email to [DOT.NEVIApplication@illinois.gov](mailto:DOT.NEVIApplication@illinois.gov) using the following subject line naming convention:
  - a. NEVI Round 1 Application Submission [\[Primary Applicant Name\]](#) [\[Location ID\]](#)
9. Ensure that you submit your applications by no later than **5:00pm CT on May 7<sup>th</sup>, 2024**.