**EVC RAA SAMPLE UTILITY LETTER**

ODOT required Applicants to demonstrate that they have contacted the applicable utilities for each proposed charging station in their application. At a minimum, applicants must demonstrate:

* Confirmation from the utility that the applicant has contacted it regarding the proposed charging station location.
* The Utility has provided any applicable Site Information identified in Attachment 9, Utility Information.

Confirmation from the utility that the applicant has made contact regarding the proposed charging station location can take the form of a .pdf email from the utility or via this Attachment 8, Sample Utility Letter.

ODOT acknowledges that the Utility Letter and the data in the coinciding Attachment 9, Utility Information:

1. **Does not** secure a capacity reservation from the utility, and the information provided may change between the time of submission and the start of construction for the proposed project.
2. Solely reflects the grid capacity information for the applicant’s proposed project at a single point in time and **does not** account for other projects that may impact the capacity reflected in Attachment 9, Utility Information.

The information provided by the utility may not reflect a full assessment of the site, and new limitations may be identified during design or construction of the project. The utility is not responsible for the grid information provided in this form.

Utility Letterhead

Utility Name

Address

Dear ODOT Evaluation Committee,

[Utility] confirms that [applicant name] has contacted us regarding proposed repairs, and upgrades of EV chargers at the following locations:

* [address 1]
* [address 2]
* [address 3]

We have provided the requested information to [applicant name] to help inform the ODOT Evaluation Committee on the project readiness at the sites above, including an initial site evaluation.

Additionally, where possible, we have provided the following [select all that apply]:

* further site evaluation
* 3-phase power status
* need for minor or major upgrades
* approximate timeline for utility upgrades
* approximate timeline for energization
* other

Sincerely,

[signature]

[name, position]