



STATE OF COLORADO
Office of the Governor
Community Access Enterprise

ORDER		*****IMPORTANT*****	
Number:	POGG1,EFBA,202600003547	The order number and line number must appear on all invoices, packing slips, cartons, and correspondence.	
Date:	4/29/26	BILL TO	
Description:	Fleet ZERO Grant	Colorado Energy Office - Broadway 1600 Broadway Suite 1960 Denver, CO 80202	
Effective Date:	04/29/26	SHIP TO	
Expiration Date:	04/30/27	Colorado Energy Office - Broadway 1600 Broadway Suite 1960 Denver, CO 80202	
BUYER		SHIPPING INSTRUCTIONS	
Buyer:		Delivery/Install Date:	
Email:		FOB:	
VENDOR			
CITY OF FORT COLLINS City Services 215 N MASON ST FORT COLLINS, CO 80522			
Contact:	EFT REMIT		
Phone:			
VENDOR INSTRUCTIONS			

EXTENDED DESCRIPTION

Grantee shall complete the work as outlined in Exhibit A, the Statement of Work, attached hereto and incorporated by reference herein.

Contact Info: Lezlie Zink: lezlie.zink@state.co.us

Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
1	G1000		0	0.00	\$58,000.00	<input type="checkbox"/>
Description: Grant Commodity						
Service From: 04/29/26			Service To: 04/30/27			
Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
2	G1000		0	0.00	\$28,000.00	<input type="checkbox"/>
Description: Grant Commodity						
Service From: 04/29/26			Service To: 04/30/27			
Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.



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3	G1000		0	0.00	\$35,000.00	<input type="checkbox"/>
Description: Grant Commodity						
Service From: 04/29/26			Service To: 04/30/27			
Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
4	G1000		0	0.00	\$84,000.00	<input type="checkbox"/>
Description: Grant Commodity						
Service From: 04/29/26			Service To: 04/30/27			
Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
5	G1000		0	0.00	\$40,000.00	<input type="checkbox"/>
Description: Grant Commodity						
Service From: 04/29/26			Service To: 04/30/27			
TERMS AND CONDITIONS						
https://www.colorado.gov/osc/purchase-order-terms-conditions						
DOCUMENT TOTAL = \$245,000.00						

1. Project Title: Fleet Zero-Emission Resource Opportunity (Fleet-ZERO)

2. Background / Objective

The Grantee was awarded grant funding as a result of the competitive Fleet Zero-Emission Resource Opportunity (hereinafter called "Fleet-ZERO") program's Request For Applications (RFA). The Community Access Enterprise (hereinafter called "CAE" or the "State") agrees to provide funding to City of Fort Collins (hereinafter called "Grantee") towards the net eligible costs associated with the awarded charging project.

3. Project Description

Fleet-ZERO is a program administered by the Colorado Energy Office (hereinafter called "CEO") in partnership with the Community Access Enterprise to encourage the use of electric fleet vehicles because they reduce greenhouse gas emissions and local air pollution, promote energy security through reliance on domestic electricity, and drive an innovative market for new technology.

The general purpose of this project is to encourage the installation of electric vehicle (EV) charging stations for fleets throughout the state of Colorado. Installing charging stations enables electric vehicles to proliferate.

Grantee is installing a charging station(s) to be located at the awarded address(es) outlined below. Grantee shall adhere to the listed Accessibility Scenario(s) as further detailed in Section 6. of this Statement of Work (SOW):

1. 700 Wood Street, Fort Collins, CO 80521:
 - Four (4) fleet level 2 (L2) charging ports
 - One (1) 50 kW or higher power fleet DCFC ports
 - Accessibility Scenario # 2 as detailed in Section 6. shall apply to this address
2. 625 Ninth Street, Fort Collins, CO 80524:
 - Four (4) fleet level 2 (L2) charging ports
 - Accessibility Scenario # 2 as detailed in Section 6. shall apply to this address *(will be dependent on the charging station use-case(s) as described in the Fleet-ZERO Acceptance and Orientation Form, once submitted, based on guidance as provided by the [U.S. Access Board](#))*
3. 300 W. LaPorte, Fort Collins, CO 80521:

- Six (6) fleet level 2 (L2) charging ports
 - Accessibility Scenario # 1 as detailed in Section 6. shall apply to this address *(will be dependent on the charging station use-case(s) as described in the Fleet-ZERO Acceptance and Orientation Form, once submitted, based on guidance as provided by the [U.S. Access Board](#))*
4. 303 Cherry St, Fort Collins, CO 80521:
- Twelve (12) fleet level 2 (L2) charging ports
 - Accessibility Scenario # 2 as detailed in Section 6. shall apply to this address *(will be dependent on the charging station use-case(s) as described in the Fleet-ZERO Acceptance and Orientation Form, once submitted, based on guidance as provided by the [U.S. Access Board](#))*
5. 2221 South Timberline, Fort Collins, CO 80525:
- One (1)] 100 kW or higher power fleet DCFC ports
 - Accessibility Scenario # 2 as detailed in Section 6. shall apply to this address *(will be dependent on the charging station use-case(s) as described in the Fleet-ZERO Acceptance and Orientation Form, once submitted, based on guidance as provided by the [U.S. Access Board](#))*

4. Work Tasks, Deliverables, and Timelines

Grantee shall be responsible for the following work tasks and deliverables upon the final approval and discretion of CAE/CEO in order to receive payment of grant funding based on the net eligible costs of the project after an awarded project is completed (unless provided a written exception from CAE/CEO):

- A. Procure the awarded EV charging station(s).
 - Grantees are strongly encouraged to complete a competitive procurement process.
 - The charging station(s) must be able to adhere to the requirements as detailed in Section 9. Reporting Requirements.
- B. Install the EV charging station(s).
 - Grantee may either contract with personnel who have expertise in electrical installations or pay Grantee labor staff with expertise in electrical installations for the installation of the charging station(s) and associated labor costs.
- C. Dedicate one (1) parking space for “EV Charging Only” per awarded charging port.

- Adhere to requirements for the incorporation of accessible design standards as assigned in Section 3. Project Description and as detailed in Section 5. Accessibility Guidelines and Section 6. Accessibility Scenarios.
- D. Provide CAE/CEO with dated invoices for work completed and costs incurred.
- Costs must be directly associated with the procurement and/or installation of the awarded EV charging station(s) in order to be considered eligible costs.
- E. Submit final required documentation as outlined below.
1. Final Reporting Form
 2. Summary Invoice / Reimbursement Request Form
 3. Legible and dated copies of all associated project invoices showing at least the following:
 - a. The date of each purchase.
 - b. The purchase price and amount paid for each charging port.
 - c. The number of charging ports purchased.
 - d. Proof of at least one (1) year of warranty coverage for each awarded charging port.
 - e. Proof of at least five (5) years of networking coverage for each awarded charging port or at least five (5) years of telematics software coverage for each supported EV as specified in 4a) below.
 - f. The amount paid by the awardee for materials, construction, and installation of the charging ports.
 4. Legible copies of proof of battery electric vehicle (BEV) or plug-in hybrid electric vehicle (PHEV) or equipment ownership with Colorado registration or International Registration Plan (IRP), purchase order(s), and/or at least three (3) year executed lease agreement(s) for associated EVs that will be utilizing each funded charging port as specified in 4a) below.
 - a. At least twelve (12) additional fleet EVs across the awarded addresses (thirty-five (35) fleet EVs are currently deployed)
 5. Digital photographs of the installed and operational charging port(s) and dedicated EV charging space(s).
 - a. If required per Section 3. Project Description and Section 6. Accessibility Scenarios, photographs must show proof of incorporation of accessible design standards as detailed by the [U.S. Access Board](#) and Section 5. Accessibility Guidelines outlined herein.

1. Photographs should be from a perspective that clearly shows adherence to the accessible design standards and additional photographs may be requested by CAE/CEO prior to reimbursement being finalized if accessible design standards are required and not clearly demonstrated.
 6. Confirmation that each awarded charging port is registered with the [Alternative Fuels Data Center Station Locator](#).
 7. Read-only and downloadable data access to the charging network or telematics software dashboard shared with CAE/CEO, or quarterly reporting of required data submitted to CAE/CEO on an ongoing basis, for at least five (5) years from the date(s) of installation, per Section 9. Reporting Requirements outlined herein.
- F. All deliverables shall be adjusted to the final approval of CAE/CEO. CAE/CEO will withhold reimbursement if requirements are not met.
- CAE/CEO strongly encourages Grantees to work with their selected vendor(s) beforehand to organize and provide invoices separated by individual line item, rather than in a lump sum.

5. Accessibility Guidelines

Grantee shall be responsible for adhering to accessibility guidelines and requirements for the incorporation of accessible design standards, where feasible, in compliance with the Americans with Disabilities Act (ADA) and as detailed by the [U.S. Access Board](#) and the [Fleet-ZERO Application Guide](#), based on the Accessibility Scenarios assigned in Section 3. and further defined in Section 6. below.

1. Accessible design standards, as detailed in State law (as of January 1, 2026 under [HB24-1161 - Motor Vehicle Access Individuals with Disabilities](#)) and by the U.S. Access Board, require that 5%, but no fewer than one (1) charging stall at each required awarded site address must incorporate accessible design standards and that the Grantee must incorporate the accessible design standards into the charging stall(s) serving the highest power output charging port(s) at each required awarded site address.
2. Failure to incorporate accessible design standards, where feasible and required, may result in a delay of grant reimbursement until the project incorporates such design standards or forfeiture of a portion of the grant award (10% of the total grant award) if Grantee fails to complete this aspect of the Agreement.
3. If accessible design standards are determined not to be feasible, written documentation from CAE/CEO reflecting such is required.

4. Determination of feasibility of the incorporation of accessible design standards is solely at the discretion of CAE/CEO.

6. Accessibility Scenarios

The following Accessibility Scenarios shall apply to each awarded site address as assigned in Section 3. Project Description:

Accessibility Scenario #1:

- The incorporation of accessible design standards as detailed in Section 5. above, is required at this awarded site address.

Accessibility Scenario #2:

- Per the [U.S. Access Board 'Employee Use of EV Chargers'](#), Grantee is eligible for an exemption for the incorporation of accessible design standards at this awarded site address under the employee work area exception, since Grantee has provided written acknowledgement to CAE/CEO that all of the awarded charging stations at this awarded site address will only be used by employees for charging company / fleet vehicles and will not be made available at any time to more than one (1) fleet and/or to employees or the public to charge their personal vehicle(s). The incorporation of accessible design standards however is still strongly recommended by CAE/CEO for at least one (1) EV charger at this awarded site address to accommodate employees with disabilities and because the Grantee may be required to provide an accessible EV charger if requested by an employee as a reasonable accommodation.
 - However, if the planned availability of any of the awarded charging stations at this awarded site address changes before the Agreement end date and any of the awarded charging stations will be made available at any time to more than one (1) fleet and/or to employees or the public to charge their personal vehicle(s), the Grantee must notify CAE/CEO within ten (10) days of this change. In this case, the exemption for the incorporation of accessible design standards under the employee work area exception as described by the [U.S. Access Board](#) would no longer apply at this awarded site address and the Grantee would be required to incorporate accessible design standards as detailed in Section 5. above.

7. Reporting

Grantee shall be responsible for reporting project outcomes. Written reports shall be in accordance with the procedures developed and prescribed by the State. Required reports shall be submitted to CAE/CEO upon completion of all work tasks, or at such

time as otherwise specified. The preparation of reports in a timely manner shall be the responsibility of the Grantee and failure to comply may result in a delay of payment of funds and/or termination of this Agreement. Grantee must provide written communication by email to the CAE/CEO Program Manager if the project experiences significant changes or delays in the schedule.

8. Final Report and Invoice Documentation

Grantee shall submit a final report to CAE/CEO. This report will demonstrate the completion of the project and installation of the awarded charging station(s). To be acceptable, the final report must explain the Grantee's procurement and installation process, lessons learned from procurement and installation, and the data reporting capabilities of the charging station(s), and it must identify the location(s) of the charging station(s) accompanied with pictures of the installed charging station(s). The Grantee shall provide an invoice to CAE/CEO for the purchase of the awarded charging station(s) and associated equipment, permitting, and labor costs associated with the installation(s). To be acceptable, the Grantee's invoice must be supported by invoices for all associated project costs. The Grantee's invoice must include an itemized list of all project costs being considered under the grant, including a breakdown of costs eligible for Fleet-ZERO and the minimum match required (of 10% based on the net eligible costs of the project).

9. Reporting Requirements

Unless provided a written exception from CAE/CEO, upon the installation of the awarded EV charging station(s), Fleet-ZERO requires all awardees to share read-only and downloadable data access to the charging network or telematics software dashboard with CAE/CEO for tracking information on the awarded charging stations' or the supported EVs' utilization for a minimum of five (5) years from the date(s) of installation. If sharing charging network or telematics software dashboard access with CAE/CEO is not preferred, quarterly reporting of this required data submitted by the Grantee to CAE/CEO on an ongoing basis is acceptable.

Required data reporting requirements include the following:

- Session / transaction ID
- Session start and session end
- Energy charged
- Station address, station city, station state, station ZIP
- Station ZIP extended, station latitude, station longitude (exceptions may be considered by CEO if not available)

Additionally, if possible, data reporting should also include the following:

- Station ID
- Port ID
- Asset / vehicle ID (for telematics software)
- Annual vehicle miles traveled (for telematics software)
- Annual idling time (for telematics software, if applicable)
- Number of customers / unique users / individual vehicle transactions
- Session error
- Network / telematics provider
- Peak power
- Payment method (if applicable)
- Session cost (if applicable)

For networked charging port data reporting format, please see Module 1 and 2 in the [EV-ChART formatting guidelines](#).

By accepting funding through the Fleet-ZERO program, Grantee agrees to provide all information requested within this Agreement. CAE/CEO may share this information at an anonymized and/or aggregated County level on the EValueCO dashboard or other platform at the discretion of CAE/CEO or with anyone requesting such data. Should anyone request more detailed data or information, CAE/CEO will withhold or redact confidential business information, trade secrets, or personally identifiable information (PII) as required or allowed under the Colorado Open Records Act, C.R.S. § 24-72-201 to 206.

Note: Exceptions to the charging port networking or telematics software coverage and data reporting requirements as listed above will be considered (at the sole discretion of CAE/CEO) only for charging ports and/or supported EVs without networking, telematics, or data reporting capabilities, nor the availability of a reasonably affordable technology that could be paired with the charging ports and/or supported EVs to enable networking or telematics software coverage and data reporting capabilities.

10. Budget

CAE will pay the Grantee the lesser of \$245,000 (not to exceed \$7,000 per new Level 2 (L2) fleet charging port, \$30,000 per new 50 kW+ fleet charging port, and \$40,000 per new 100 kW+ fleet charging port) or up to 90% of net eligible costs for the awarded charging station installation(s). Grantee is responsible for any additional match or other

cost overruns. Grantee is entitled to reimbursement only after successfully completing and energizing the awarded EV charging station(s) and submitting an acceptable final report and invoice to CAE/CEO.

11. Payment Terms - Billing Procedures

The State shall pay the Grantee the reasonable, allocable, and net eligible costs for work performed based on satisfactory progress of the work defined in this Agreement. Grantee shall be compensated only for work and services performed by Grantee and accepted by CAE/CEO pursuant to the terms of this Agreement. Payment shall also be contingent upon CAE/CEO's timely receipt and acceptance of required information described herein. Grantee shall be reimbursed based on the submission and CAE/CEO's acceptance of Grantee's invoice(s) and final required documentation as outlined in Section 4.E.

Payment will be made upon final completion of the project. CAE shall make no payment until the Grantee successfully completes the awarded EV charging station installation(s) and submits an acceptable invoice and final report to CAE/CEO, including verification that the awarded charging station(s) is operational and available for use. After CAE/CEO's approval, CAE shall make payment to the Grantee within 45 days of receiving the acceptable final report and invoice. CAE will reimburse the Grantee based on the net eligible costs incurred by the Grantee and the project minimum match requirement described herein with the net eligible costs equal to the total eligible costs, minus any eligible costs covered by other programs or incentives, such as utility rebates or tax credits. If installation is not completed by April 30, 2027, CAE is under no obligation to pay the Grantee.

12. Testing and Acceptance Criteria

The charging station(s) will be acceptable to CAE/CEO if it is installed, operational, and available for use by April 30, 2027. The Grantee's invoice(s) to CAE will be acceptable if it is properly supported by invoices or receipts and the costs are associated with procurement of the awarded charging station(s), associated construction materials, permitting, construction labor costs, installation costs, and any other related costs. The final report will be acceptable to CAE/CEO if it explains the Grantee's procurement and installation process, lessons learned from procurement and installation, the data reporting capabilities of the charging station(s), and it identifies the location(s) of the installed and operating charging station(s) accompanied with pictures of the installed charging station(s). If the charging station(s), invoice, and report are acceptable, the CAE/CEO Program Manager will submit the Grantee's invoice to the Accounting department for payment.

If the charging station(s), invoice, and report are unacceptable, the CAE/CEO Program Manager will work with the Grantee to correct, modify, or replace as needed. If Grantee fails to perform, the CAE/CEO Program Manager will submit associated information to CEO's Director of Transportation and Director of Finance and Operations explaining why funding should be denied or reduced. The two Directors and the CAE/CEO Program Manager will determine whether funding should be denied or reduced, and the CAE/CEO Program Manager will inform the Grantee of their decision. All awarded projects may be subject to inspection by CAE/CEO and/or an associated organization(s).

13. Small Dollar Grant Award Amount

The maximum amount payable under this Agreement to Grantee by CAE shall be \$245,000, as determined by the State from available funds. Satisfactory performance under the terms of this Agreement shall be a condition precedent to CAE's obligation to compensate the Grantee. CAE shall not be liable to pay or reimburse Grantee for any performance hereunder prior to the Service From Date or after the Agreement end date as shown on the title page of the Small Dollar Grant Award.

14. Small Dollar Grant Award Term

The Grantee shall begin work upon the later of the Service From Date as shown on the title page of this Small Dollar Grant Award or upon Grantee's acceptance of this Agreement. This Small Dollar Grant Award shall terminate on April 30, 2027, unless sooner terminated by CAE/CEO or further extended as specified elsewhere herein.